



Ted Stevens
Anchorage
International Airport
AeroNexus®

ANC
Operations Manual

August 17, 2018

Summary of Changes

Section	Revision Date	Description of Changes
1	12/21/2017	Added paragraph numbers.
2	12/21/2017	Added paragraph numbers.
3	12/21/2017	Added paragraph numbers.
4	08/17/2018	Changed references to Special Procedures from page numbers to paragraph numbers; Updated Figure 1 in paragraph 4.2; Added 'Reverse Thrust Procedures' to paragraph 4.8; Updated page numbers.
5	12/21/2017	Added paragraph numbers.
6	12/21/2017	Added paragraph numbers, added Transportation Network Company/Ride Share policy (6.1a).
7	12/21/2017	Added paragraph numbers.
8	12/21/2017	Added paragraph numbers.
9	12/21/2017	Added paragraph numbers.
10	12/21/2017	Added paragraph numbers.
11	12/21/2017	Added paragraph numbers.
APDX	09/01/2016	None.

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SECTION 1

DEFINITIONS

1.1 Definitions

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in the Operations Manual shall have the following definitions:

- **Air Operations Area (AOA)** - Any area of the Airport used or intended to be used for the taxing, landing, taking off, or surface maneuvering of aircraft and any contiguous area enclosed within the perimeter fence of the Airport.
- **Air Operations Area Ramp License** - The driving license issued by the Airport Badge Office allowing the holder to operate a motor vehicle on the Air Operations Area after the holder has successfully completed an Air Operations Area Driver Training Program approved by the Airport.
- **Air Traffic Control Tower (ATCT)** - The air traffic control facility (tower) located at the Airport and operated by the Federal Aviation Administration.
- **Aircraft** - Any contrivance now known, designed, invented, or used for powered flight in the air or space.
- **Aircraft Gate** – A designated aircraft loading position, including associated passenger loading bridge, passenger hold room, and other associated facilities and equipment, at the Airport.
- **Airfield Maintenance** - The section established by the Airport that has the responsibility of maintaining the operational areas of the Airport. The section also manages and maintains the state equipment and vehicle fleet assigned to the airport.
- **Airport** - All-encompassing term to describe the Ted Stevens Anchorage International Airport (ANC), including the Lake Hood Seaplane Base (LHD), Lake Hood Strip (LHD), and any other aviation related areas under the management of the Airport Manager. These facilities are owned and operated by the State of Alaska Department of Transportation and Public Facilities.
- **Airport Badge Office** - The office established by Airport Operations that has the responsibility for issuing Airport Identification Badges, ramp permits, commercial vehicle permits, and other related functions.
- **Airport Environmental Office** - The section established by the Airport that has the responsibility of ensuring the Airport, Airport tenants, and users comply with all applicable environmental laws.
- **Airport Facilities** - The section established by the Airport that has the responsibility of maintaining the Airport's facilities and structures.
- **Airport Identification Badge** - The identification badge issued by the Airport Badge Office that allows the holder access to Restricted Areas on the Airport and may allow the holder access to the Air Operations Area (AOA).
- **Airport Leasing** - The section established by the Airport that has the responsibility for establishing and managing Airport lease agreements.
- **Airport Manager** - The Manager of Aviation for the Ted Stevens Anchorage International Airport including Lake Hood Seaplane Base and Lake Hood Strip or any other person authorized by the Manager to act on behalf of the Manager.
- **Airport Operations** - The section established by the Airport that has the responsibility for all airport operations and other related functions. This section is also responsible for ensuring compliance and enforcement of all airport rules, policies, and regulations.
- **Airport Police and Fire** - The section established by the Airport that has the responsibility for continuing enforcement of laws, rules, and regulations applicable to the Airport. The section is

also responsible for providing aircraft rescue and firefighting service along with other related services on the Airport.

- **Apron** - Those areas of the Airport within the Air Operations Area designated for the loading, unloading, servicing, and parking of aircraft. This area is also referred to as the ramp.
- **Commercial Activity** - The exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity on the Airport.
- **Commercial Vehicle** - Any vehicle other than a private vehicle.
- **Engine Run-Up** - Any aircraft engine running above idle power except when taxiing.
- **Federal Aviation Regulations (FARs)** - The United States Federal Aviation Regulations as currently amended and promulgated by the Federal Aviation Administration.
- **Hazardous Materials** - Any hazardous or toxic materials, pollutants, contaminants, radioactive materials, flammables, explosives, pesticides, emissions, waste, or any other chemicals, materials, or substances whose handling, storage, release, transportation, or disposal is prohibited, limited, or regulated by Federal, State or local authority or, even if not so regulated, is known to pose a hazard or potential threat to the health and safety of any person or to the environment.
- **Motor Vehicle** - Any self-propelled device in, upon, or by which a person or property may be transported, carried, or otherwise moved from point to point, except aircraft.
- **Movement Area** - The runways, taxiways, and other areas of the airport that are used for taxing, takeoff, and landing of aircraft, exclusive of loading ramps, apron areas, and aircraft parking areas.
- **Non-Movement Areas** - The loading ramps, apron areas, aircraft parking areas, and un-controlled taxiways.
- **Restricted Area** - Any area of the Airport posted to prohibit entry, or to limit entry or access to specific authorized persons.
- **Runway** - That area designated for the purpose of landing and taking off of aircraft.
- **Security Identification Display Area (SIDA)** - The area identified in the Airport Security Program that requires continuous display of an airport approved identification.
- **Taxiway** - That area designated for the movement of aircraft between the Apron and Runways.
- **Terminal Buildings** - The North and South terminal buildings, and any additions.
- **Tug Alleys** - Any interior roadway system or bag makeup area in the terminal building of the Airport.
- **Vehicle Service Roads** - Painted roadways on aircraft aprons maintained for the purpose of safe vehicle travel.

SECTION 2

GENERAL

2.1 Smoking

Smoking is prohibited in all enclosed facilities within terminals and State of Alaska DOT/PF facilities. This includes common work areas, conference and meeting rooms, private offices, shared offices, elevators, hallways, cafeterias, employee lounges, stairwells, restrooms, vehicles, and all other enclosed facilities under the Airport's authority.

The only exception to this policy is the smoking lounge for international transit passengers. This lounge is located on the 3rd floor of the North Terminal. This exception is deemed appropriate because international passengers must remain in the sterile area of the North Terminal and do not have the option of exiting the building.

Smoking is only permitted in designated areas outside of the North and South Terminals on the public side.

SMOKING IS PROHIBITED WITHIN THE AIR OPERATIONS AREA (AOA)

Enforcement

Compliance for "No Smoking Areas" is normally self-enforced. However, initial complaints should be politely discussed directly with the smoker or forwarded as appropriate to be handled by the Airport Police.

Compliance

Failure to comply with this policy may subject responsible parties to citations by the Airport Police, Anchorage Fire Marshal, MOA Health and Human Services Department, and the State of Alaska.

If clarification or assistance is needed concerning this policy please contact the Airport Safety and Health Officer at 266-2712.

2.2 Snow Disposal

- The snow disposal policies and procedures have been developed to reduce contamination, foreign object damage, and wildlife attractants.
- Only snow from airport property and airport leased lots can be disposed of on airport property in designated disposal sites. Snow shall not be disposed of in runway or taxiway safety areas, ramps, aprons, roadways, drainage ditches, or any surface other than designated snow disposal sites.
- Airport tenants utilizing snow removal contractors must submit a letter with a request for the contractor to be issued a snow disposal permit prior to using airport designated snow disposal sites. All vehicles/equipment used to haul snow to disposal sites must have a current ramp pass and a snow disposal permit issued by the Airfield Maintenance Department. The license or VIN number of the vehicle must be shown on the permit. The snow disposal permit must be prominently displayed in the windshield of the vehicle along with the ramp pass.

- Hauling operators will make every effort to dispose of only clean snow at disposal sites. The snow must be free of contaminants and solid objects. Upon the request of Airport Management, airport tenants will provide crews for cleanup of any solids or contaminants deposited in snow disposal sites used by the tenant or their contractors.
- A determination of (clean) Landside Snow or (dirty) AOA Snow must be made. Snow which contains deicing chemicals (e.g., urea, potassium acetate, airplane deicing fluids) is classified as AOA Airside Snow and must be placed in approved snow dumps within the AOA perimeter. Snow from areas such as parking lots, administrative areas, and small plane general aviation is classified as Landside Snow and must be placed in approved snow dumps outside the AOA perimeter.

Enforcement

Airport Operations and Airfield Maintenance will monitor hauling operations and periodically check snow disposal permits. Persons found disposing of snow in airport disposal sites without a snow disposal permit or disposing of snow in unauthorized areas will immediately forfeit their vehicle ramp permit. Persons disposing of snow in unauthorized locations will be subject to billing for removal of the snow. Any individual disposing of off-airport snow in the snow disposal areas will lose their snow disposal permit and will not be issued a permit in the future.

Compliance

Failure to comply with this policy may subject responsible parties to denial of the privilege to obtain a vehicle ramp pass or future use of airport snow disposal areas.

SECTION 3

AIR OPERATIONS AREA (AOA)

3.1 Vehicle Requirements

All vehicles operated on the AOA must comply with the following minimum equipment requirements:

All operational vehicles must be in good running condition and equipped with proper lighting and reflective devices.

All non-operational vehicles must be removed from any common use areas or returned to serviceable condition within 30 days. The owner of any vehicle found to be leaking fluids will be billed for the cost of cleanup and asphalt repairs.

Vehicles are only permitted in aircraft areas if they are equipped with adequate lights, horn, brakes, and a clear vision from the driver's seat.

All operational vehicles that cannot be licensed must be equipped with reflectors on the rear of the vehicle/cart and reflective tape on all four sides and corners of the equipment.

All vehicles traveling on a public roadway must comply with Federal and State requirements for commercial vehicle safety, transporting hazardous materials, licensing and size or weight limitations.

All vehicles used for slow operations (less than 25 mph) shall have a standard international reflective triangle for slow moving vehicles attached to the rear of the vehicle. The reflective triangle shall have no smaller than a 16-inch base.

All towed vehicles shall have a standard international triangle for slow moving vehicles attached to the rear of the last cart in the group.

- Vehicles, tugs, and other motorized equipment must have operational headlights, taillights, and brake lights as follows:
- Minimum of two white headlights mounted at the same level and at a height of not more than 54" or less than 24".
- Minimum of two red taillights mounted at the same level, spaced widely and as low as practicable, but not less than 20" above the roadway. The red light must be clearly visible for a distance of 1,000'.
- Minimum of two or more red brake lights, visible from a distance of at least 300' in normal sunlight and illuminated by the application of the service or foot brake.
- During hours of darkness (includes one-half hour before sunset and one-half hour after sunrise) and during periods of low visibility all operational lights (headlights, taillights, and flashing yellow beacons) shall be on unless in the near vicinity of aircraft or so as not to cause a visual/glare problem with aircraft.
- All vehicles (including non-motorized equipment) shall be prominently marked with reflective tape if standard reflectors are not installed.
- All vehicles not registered to an airport tenant or company authorized to operate on the AOA must show proof of insurance for \$5,000,000 dollars or have a letter on file from the responsible company.
- All personnel being transported by a vehicle must be in a seat.
- All vehicles must normally be marked with a clearly visible company decal/logo or name affixed on each side of the vehicle. Any letters used as a logo must be a minimum of one and one half (1 ½) inches in height. The overall dimensions of the decal/logo lettering must be a minimum of five (5) inches in height and width. Professionally manufactured magnetic signs are acceptable.

- Vehicles must have the appropriate airport registration decal or temporary ramp permit prominently displayed at all times.
- Vehicles used both on and off the airport must be licensed and have stickers in addition to a logo/company name unless it is only used on the company leasehold or is a specifically exempted vehicle.
- Temporary AOA permits may be issued to vehicles needing AOA access which are not permanently assigned to airport tenants.

AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY

3.2 Vehicle Operations on Non-Movement Areas

Several written policies and procedures are in place which addresses the operation of vehicles on the AOA non-movement areas. Additional information can be found in the Badge and Ramp Driving Rules and Regulations Manual, Airport Snow Plan, ANC/ATCT Letter of Agreement, and ANC SMGCS Plan. The following policy addresses the key items to ensure all personnel working on the AOA understand and follow airport driving rules. Airport Police and Airport Operations may stop any vehicle on the AOA or tug road to check its condition and to enforce airport regulations. The driver is responsible for compliance with airport rules regardless of who owns the vehicle. Vehicles not in compliance may be removed from the AOA or tug road.

If a vehicle operator is involved in an accident the driver must notify the Airport Communication Center immediately (266-2411). If a vehicle breaks down the driver should remain with the vehicle if possible. If you must leave to summon assistance, immediately notify the Airport Communication Center with the location of your vehicle. When driving at night it is more difficult to remain oriented. If there is any doubt as to where you are, STOP, and utilize your vehicle's lights/flashers and wait for help.

3.3 Authorized Access

- Only those vehicles necessary for airport operations and support are authorized access to the AOA.
- To receive a ramp driver's license, it must be requested on the badge request letter by the employer/sponsor; the individual must view the training video and pass a written test. Individuals must have a valid driver's license to be issued a ramp driver's license. If your driver's license is suspended or revoked, you must surrender your badge to the Badge and Security Office within 72 hours. A new badge without a ramp driver's license may be requested by your employer.
- There is one manned checkpoint used for vehicle access to the AOA and SIDA at Gate N10. An automated checkpoint is located at Gate E21. An Airport issued I.D. badge is required to proceed through both of these checkpoints.

3.4 Driving Regulations

- Vehicles shall not be driven at speeds greater than 25 mph on the tug roadways, 15 mph on the side roadways and ramps, and 5 mph in close proximity to aircraft.
- Tug vehicles shall not tow more than five (5) carts at a time inside the AOA.
- No vehicle may be left unattended except in authorized parking areas.
- All vehicles shall use the tug roads to the greatest extent possible. Aircraft ramps shall not be used as a bypass for GSE equipment. Vehicles are prohibited from convenience use of aircraft parking areas to avoid aircraft "pushback". Vehicle operators are required to hold on the tug roads during "pushback" until the aircraft taxis out of the way or the restriction is cleared and the tug road is again available for traffic. Painted traffic lanes shall be used until reaching a point perpendicular to the destination.
- Vehicles shall be operated as if on a public roadway. Use turn signals.

- Extreme caution shall be used when operating vehicles and equipment in the vicinity of aircraft.
- Vehicles shall not be driven under aircraft unless your duties require it and it can be done safely.
- Yield the right-of-way to large vehicles and snow removal equipment. They are more difficult to stop and may have reduced visibility.
- Yield the right-of-way to enplaning/deplaning passengers. They may not be familiar with airport procedures and hazards.
- When operating near running aircraft, extreme caution shall be utilized due to the hazards of jet blast, prop wash, propellers, and engine intakes.
- A ground marshaller shall be utilized when operating a vehicle in close proximity to an aircraft.
- No vehicle shall be operated in a careless or negligent manner, without due caution, or at a speed or in a manner which could endanger persons or property.

3.4a Driving on Uncontrolled Taxiways

- Vehicle operators may cross Taxiway E between Taxiway K and Taxiway V without clearance from the ATCT to access remote parking spaces R7-R14 and special deicing operations on Taxiway E1.
- Vehicles crossing Taxiway E must yield to all aircraft and cross the taxiway at a 90-degree angle from the zippered vehicle roadway, crossing the taxiway via the most direct route. Vehicles used to cross Taxiway E shall be equipped with an operating yellow beacon and have the headlights turned on at all times.
- Vehicle operators may utilize Taxiway E and Taxiway F south of Runway 7R/25L without clearance from the ATCT. Vehicle operators must yield to aircraft at all times.
- Vehicles used on Taxiway E and Taxiway F must be equipped with an operating yellow rotating beacon and have the headlights turned on at all times.
- Vehicle operators may utilize Taxiway S, Taxiway T, and Taxiway U east of Taxiway R without clearance from the ATCT. Vehicle operators must yield to aircraft at all times.
- Vehicle operators shall use the adjacent vehicle roadways to the greatest extent possible to access their destination.
- All vehicles using Taxiway S, Taxiway T, and Taxiway U east of Taxiway R must be equipped with an operating yellow rotating beacon and have the headlights turned on at all times.

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3.4b Vehicle Operations on Movement Areas

- Vehicles operating within the AOA are NOT authorized on movement areas (runways/taxiways) without the express authorization of Airport Operations.
- Prior to entering a movement area the vehicle operator must have clearance from the ATCT. The only exemptions to the clearance requirements are identified in the Letter of Agreement between the Airport and the FAA.

3.4c Specific Movement Area Operations

- All vehicles operating on the movement areas must be equipped with a radio capable of communicating with the ATCT or be escorted by a vehicle with that capability. (Vehicles providing an aircraft tow are exempt from this requirement if the personnel onboard the aircraft being towed are communicating with the ATCT)
- Tugs used to reposition air carrier aircraft must be attached to the aircraft and receive clearance from the ATCT to utilize taxiways. If the repositioning requires crossing a runway an escort from Airport Operations is required. Aircraft under tow during hours of darkness/twilight shall have wing lights illuminated.

- General aviation aircraft under tow on all ANC runways/taxiways require an escort from Airport Operations.
- Only Airport Operations and Field Maintenance personnel may provide follow me service.
- During low visibility conditions Airport Operations may impose additional restrictions on access to the movement area by vehicle operators.
- Organizations with equipment/facilities located within the movement area that require access to those facilities must contact Airport Operations prior to entering the movement area and provide the location of the worksite and a contact phone number. Upon exiting the movement area Airport Operations must be notified.

3.4d Training Requirements

All individuals operating vehicles on the movement areas are required to complete an annual Airport Movement Area Familiarization Course approved by the Airport Manager or his representative. The course will consist of:

Classroom training

Written testing

Practical testing

Prior to an individual operating a vehicle on the movement area each company/organization must provide a copy of the test results with the employee's name and badge number to the Airport Operations Department.

Airport Operations will have the final authority to determine the individual's need for access to the movement area.

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3.4e Vehicle Operations on the North Tug Road (Landside)

The North Tug Road consists of the restricted, non-public roadway leading from Gate N10 and running parallel to Postmark Drive. Any vehicle operating outside of the AOA and on public roadways must be registered and meet Federal and State vehicle requirements unless the vehicle cannot be licensed. Vehicles that cannot be registered may only be operated on the North Tug Road, as it is not a designated public roadway.

3.4f Driving Regulations for the North Tug Road

- The speed limit is 25 mph.
- Vehicles may only pull a maximum of three (3) carts or dollies when operating outside of the AOA.
- Non-Licensed vehicles shall only cross Postmark Drive at the designated tug crossing points. They shall not be driven on Postmark Drive at any time.
- During low visibility conditions, twilight, and hours of darkness, in addition to normal lighting, the rear towed vehicle must have an international orange reflective triangle (no smaller than a 16 inch base), reflective tape and a rotating yellow beacon or mounted warning light. If the last vehicle does not have the yellow beacon or warning light, it must have an escort vehicle with a flashing yellow beacon or warning light. Towed equipment not equipped with tail and stop lights must be equipped with a flashing yellow warning light when leaving the AOA.

AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY!

3.5 Parking and Storage of GSE

- Aircraft parking ramps shall not be used for GSE vehicle parking, except for GSE vehicles that are in direct and routine support of the aircraft using the ramp.
- GSE on the actively used AOA ramps shall be limited to that required to support daily activity.
- GSE shall not be parked in a taxi lane so as to impede the taxi route of an aircraft.
- GSE shall only be parked in a tenant's leased area unless Airport Operations has approved an alternate arrangement and the equipment is in serviceable condition and free from leaking any contaminants.
- Vehicles will not be cleaned or repaired on the airport unless in a designated shop or as required to remove disabled vehicles.
- At no time shall GSE be left in joint use areas when not directly in support of actively loading and unloading aircraft.
- GSE shall not be parked within five (5) feet of the terminal building.
- Fueling vehicles shall not be parked within fifty (50) feet of the terminal building.
- Chocks or parking brakes shall be used even when parked on level surfaces.

3.6 Tug Alleys and Bagwells

- Vehicle parking in terminal tug alleys and bagwells (more than 15 minutes) is prohibited except when engaged in loading and unloading operations. These facilities are not designed to garage parked vehicles for extended periods of time and do not meet building and fire codes for the storage of potentially combustible materials (motorized vehicles).
- Engines shall not be left running while vehicles are temporarily parked and should be turned off as soon as possible to minimize fumes.
- Non-motorized vehicles may be left unattended in the leased bagwells and bag make-up areas.
- No vehicles or carts shall be parked in the entrance or exit of the tug alleys and bagwells.
- No maintenance on vehicles is authorized in the tug alleys or bagwells. Disabled vehicles shall be towed outside before attempting to start them or perform any maintenance.
- All vehicles must be in good operating condition and be free of any hazardous material leaks.
- During winter conditions, vehicles shall be relatively free of snow prior to entering the tug alleys. The tug alleys and bagwells shall not be used as a warm storage area to melt the snow off of vehicles.
- During periods of cold temperatures (less than 10 degrees Fahrenheit) vehicles may be parked in the tug alleys and bagwells for an extended period only to warm them for use. A vehicle attendant must remain in the immediate vicinity at all times.
- Lavatory service vehicles are not authorized in the tug alleys or bagwells.
- Vehicle speed in the tug alleys and bagwells shall be limited to 5 mph.

3.7 Vehicle Operations on the North Tug Road (AOA)

The AOA North Tug Road consists of the roadway that parallels Taxiway Romeo from Taxiway Sierra to Taxiway Victor. This roadway provides tenants located on the north side of the airport access to the remaining airport facilities without leaving the security of the AOA. Vehicles traveling from the North are not required to stop at security checkpoint N10, however all personnel must be in compliance with the SIDA requirements.

All vehicle operators utilizing this roadway shall adhere to the AOA driving regulations. When crossing the intersections of Taxiways Sierra, Tango, Uniform, and Victor vehicle operators are required to yield the right of way to aircraft. Where the roadway transitions through the Airport Police and Fire grounds, drivers are required to be alert to any activities and yield the right of way to emergency equipment.

3.8 Use of Sand on the AOA

Tenants are responsible for clearing snow and controlling ice on the leases located within the AOA. Only FAA approved sand is authorized for use within the AOA. Tenants are required to comply with the FAA Advisory Circular 150/5200-30C. This circular identifies FAA approved de-icing chemicals and sand available for use in the airport environment. Snow and ice control products containing salt are prohibited on all AOA leaseholds.

Any tenant found using unapproved sand or ice control chemicals will be required to cease operations until all of the unauthorized sand or chemicals are removed from the leasehold. The airport will directly charge any tenant not in compliance for expenses incurred to recover unapproved materials from the taxiways and runways. Any questions on this policy can be directed to the Airfield Maintenance Manager at 266-2726.

3.9 Pets

Pets are not permitted inside the AOA.

3.10 Low Visibility Operations/SMGCS Plan

The Low Visibility Operations/Surface Movement Guidance and Control System (LVO/SMGCS) Plan describes procedures and actions applicable to the airport operator, air traffic control, air carriers, and the other tenants of the airport during periods of reduced visibility. These enhancements, procedures, and actions are in accordance with guidance from the FAA. Airport Operations will notify airlines and airport tenants when LVO/SMGCS procedures have been initiated and terminated.

Ground vehicle operators inside the AOA must use extreme caution while Low Visibility Operations are in effect. The following ramp driving rules are applicable while the Airport is in LVO/SMGCS conditions:

- Driving on the ramp during periods of low visibility shall be limited to the extent necessary for the performance of essential job functions.
- Carry a radio or cell phone in your vehicle so that you can call for assistance if you become lost or disoriented.
- If you become lost or disoriented, pull over to a safe location and STOP DRIVING. Call Airport Operations for assistance at 266-2600 or 748-2600.
- All ramp vehicles must utilize appropriate vehicle lighting as listed in this section of the Ops Manual – headlights, beacons, and strobes (unless operating within the footprint of a parked aircraft).
- Aircraft maintenance runs and aircraft under tow must have Airport Operations approval and escort.

To obtain a copy of the LVO/SMGCS Plan or for any questions regarding the Plan please contact Airport Operations at 907-266-2600.

3.11 Wearing of High Visibility Clothing and Vests Policy

Ted Stevens Anchorage International Airport (ANC) has a mandatory requirement for the wearing of High Visibility garments within the Air Operations Area (AOA) and in hazardous working situations throughout landside areas including roadways, terminals and other buildings.

Definition

High visibility garments are items of clothing manufactured to meet the apparel meeting ANSI/ISEA 107 – 2010 Class 2 or Class 3 standards.

Garments must be maintained to limit fading and damage. Damaged garments and those that have had the reflectiveness compromised must be replaced. Where High Visibility clothing is supplemented with a warmer piece of clothing (e.g. non-High Visibility overalls or vest), High Visibility clothing must be layered over the top to ensure high visibility compliance.

Applicability

This policy applies to all ANC employees, tenants, and contractors who are working airside and in hazardous working situations in landside areas such as on and beside roadways. This includes all contractors and other persons under escort who require airside access.

The following are exempt from this requirement:

- Personnel inside vehicles, whether moving or parked
- Air carrier passengers, while traveling between the terminal building and an aircraft
- Flight crew members, while traveling between the terminal building and an aircraft, or within the operational footprint of their aircraft
- Public safety/law enforcement personnel, in accordance with their specific operational requirements
- Large groups under escort; escorts must still meet high visibility clothing requirements
- Airfield Maintenance personnel shall adhere to their internal policy pertaining to reflective clothing and are exempt from this policy

3.12 Photography on the AOA

Employees working on the AOA, or those providing photo opportunity tours to aviation enthusiasts, have unique opportunities to take photos or video and must be considerate to other users of the Airport. The following guidelines shall be adhered to with regard to photography or video recording on the AOA:

Any photography/recording and all related activity on the AOA must be performed in a manner which does not materially:

- Interfere with passenger, cargo, or flight operations at the airport
- Photograph any Airport User (i.e. a company, their employees, or passengers) without such Airport User's consent

Airport Operations reserves the right to request any airside photography be discontinued or relocated at any time.

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SECTION 4

AIRCRAFT OPERATIONS

Aircraft Parking

4.1 AIAS Parking Position Management Protocols

These Parking Position Management Protocols provide the framework for the efficient and equitable management of the Aircraft Parking Positions at the Alaska International Airport System (AIAS). These protocols have been developed by the Airport in consultation with the Signatory Airlines through the Airline Operating Committee (AOC) and the Airlines Airport Affairs Committee (AAAC). These protocols apply to the management of Adjacent Aircraft Parking Positions and Remote Aircraft Parking Positions in which no Signatory Airline has a Preferential Use Privilege (Airport Administered Aircraft Parking Positions). They are subject to change by the Airport from time to time. All capitalized terms used but not defined in these protocols have the meanings provided in the AIAS Operating Agreement and Passenger Terminal Lease (Agreement).

Airport Administered Aircraft Parking Positions are requested and assigned on either a Scheduled Use basis or an Ad-Hoc Use basis.

Scheduled Use applies to recurring, pre-planned use during the same time of day over a specified period of time and is requested in advance.

Ad-Hoc Use is a one-time event which may or may not be pre-planned and is generally requested with short notice ranging from weeks to an immediate need. This includes Irregular Operation (IROP) events.

Airport Operations may be airport staff, a contractor, or other controlling entity mutually agreed upon by the airport and the airlines.

A. Requesting a Scheduled Use of an Airport Administered Parking Position

Two times per year Airport Operations will schedule, approve, and publish a master schedule of Scheduled Uses. Requests for Scheduled Use of Airport Administered Parking Positions are to be submitted by:

March 1st for May 1st through September 30th schedules, and
August 1st for October 1st through April 30th schedules.

In addition, requests may be made throughout the year and they will be accommodated on a space available basis.

The State will publish the master schedule within 14 days of the submission due dates noted above.

B. Requesting an Ad-Hoc Use of an Airport Administered Parking Position

Requests for Ad-Hoc Use of Airport Administered Adjacent Aircraft Parking Positions and Remote Aircraft Parking Positions may be made at any time. Requests for Ad-Hoc Use of an Airport Administered Parking Position with less than 48 (forty-eight) hours' notice must be made by phone and will be responded to by Airport Operations as soon as possible.

C. Resolving Conflicting Requests for Uses

Competing requests for Scheduled and Ad-Hoc Uses shall be resolved using the following priorities (in descending order):

Remote Aircraft Parking Positions

1. Emergency operation including diversionary aircraft (determined by Airport Operations).
2. Scheduled Signatory Airline FIS flight on an international gate
3. Scheduled non-Signatory Airline FIS flight on an international gate
4. Scheduled Signatory Airline cargo flight
5. Scheduled non-Signatory Airline cargo flight
6. Scheduled Signatory Airline passenger flight
7. Scheduled non-Signatory Airline passenger flight
8. Ad-Hoc Signatory Airline cargo flight
9. Ad-Hoc non-Signatory Airline cargo flight
10. Ad-Hoc Signatory Airline passenger flight
11. Ad-Hoc non-Signatory Airline passenger flight

Adjacent Aircraft Parking Positions

1. Emergency operation including diversionary aircraft (determined by Airport Operations).
2. Scheduled Signatory Airline FIS flight on an international gate
3. Scheduled non-Signatory Airline FIS flight on an international gate
4. Scheduled Signatory Airline passenger flight
5. Scheduled non-Signatory Airline passenger flight
6. Ad-Hoc Signatory Airline passenger flight
7. Ad-Hoc non-Signatory Airline passenger flight
8. Scheduled Signatory Airline cargo flight
9. Scheduled non-Signatory Airline cargo flight
10. Ad-Hoc Signatory Airline cargo flight
11. Ad-Hoc non-Signatory Airline cargo flight

Competing requests within a given category for Scheduled Use time periods shall be resolved using the following priorities (in descending order):

1. Year round scheduled service
2. Existing scheduled service
3. The chronological order of the request

Additional conflicts within a given category for Ad-Hoc Use will be resolved based on the chronological order of the request

D. Additional Rules and Regulations

- Any Scheduled Use or Ad-Hoc Use that cannot be accommodated at an Adjacent Aircraft Parking Position at the South Terminal will be requested to deplane at the North Terminal and tow over to the next available Adjacent Aircraft Parking Position at the South Terminal for departure.

- Scheduled Uses are not transferable or assignable between Airlines.
- Airlines operating a flight under a mutual handling agreements and Affiliate Airlines are considered the same as the Scheduled Use holder.
- A Scheduled Use not utilized a minimum of 80% during the preceding month may be revoked.
- Revoked Scheduled Uses cannot accrue historical precedence.
- Airport Operations shall be notified immediately of any use extending beyond a scheduled time period. Airport Operations reserves the right to request an Airline to vacate an Airport Administered Parking Position if extended use will impact subsequent users. Airport Operations also reserves the right to request an Airline that is out of its scheduled period of use and will impact other Scheduled Uses to deplane at the North Terminal and tow over to the next available Adjacent Aircraft Parking Position at the South Terminal for departure.
- The fees for each Scheduled Use and Ad-Hoc Use will be as specified in Section 7.01 B 9 of the Agreement – Aircraft Parking Charges. An assigned Scheduled Use or Ad-Hoc Use longer than 4 hours will result in additional fees.
- Requests for Remain Overnight (RON) parking will be accommodated if gate availability permits.

E. Conflicting Operational Uses

To the greatest extent possible, given operational conditions, Airport Administered Parking Position assignments will be honored as originally granted. However, in the event of a conflict, Airport Operations will be responsible for the resolution of conflicting assignments.

Adjacent Aircraft Parking Position and Remote Aircraft Parking Position conflicts will be resolved using the following priorities (in descending order):

1. Emergency operation (defined by Airport Operations).
2. Aircraft providing passenger service displacing a RON aircraft in an Adjacent Aircraft Parking Position, if there are no alternative Adjacent Aircraft Parking Positions available.
3. FIS flight on an international gate, if there are no alternative FIS gates available.
4. Scheduled Use within allocated period of use.
5. Ad-Hoc flight – on schedule.
6. Scheduled Use outside of allocated period of use – and not impacting another Scheduled Use within its allocated period of use.

Ad-Hoc flight off schedule and not impacting another Scheduled Use or Ad-Hoc flight within its allocated period of use

4.2 Ramp Parking Policies

Ted Stevens Anchorage International Airport (ANC) will use available parking locations, remote refueling locations and terminal gates to maximize the efficiency, effectiveness and safety of the airport. This chapter establishes parking policy, standards and limitations to accomplish those goals for aircraft parking at the North Terminal gates (N1 through N8), remote refueling ramp positions (R2 through R4 and R7 through R14), and remote refueling ramps south of Taxiway Uniform (P-1 through P-3). The parking location use is based on a design aircraft size that provides a minimum of 25 foot wingtip clearance between aircraft. Parking usage will normally be limited to the design aircraft or smaller. Airlines parking aircraft larger than the design group for these locations assume full responsibility. Any aircraft larger for the design group for their parking location must use the procedures and parking sequence explained in Special Procedures, paragraph 4.6.

Basic Parking Rules

- Flow through parking Romeo 2-14 and Papa 1-3 are prioritized for cargo aircraft refueling and proceeding.
- North Terminal gates are prioritized for international and domestic passenger flights.
- Basic ground time in these spots is four (4) hrs. Any extensions require ANC Ops approval.
- Other uses, (crew rest, aircraft maintenance, positioning, etc.) may be approved depending on availability and traffic flow.
- Coordinate extended ground time for the International (North) Terminal gates (N-1 through N-8) and the North Ramp remote refueling ramp locations (R-2 through R-14), through the gate manager (Swissport operations, 243-3310). For all other locations, contact ANC operations, 266-2600/2488.
- No maintenance is allowed on any terminal gates or flow through spots without ANC Ops approval. Request approval prior to beginning any maintenance.
- Companies are responsible for finding parking for any aircraft delayed for maintenance.
- Group VI parking locations: R-12/13 and P-2/3. Coordinate with ANC Operations, 266-2600/2488, for any additional Group VI parking as far as possible in advance.
- Aircraft power shall be used judiciously and at minimum levels required for maneuvering in the aircraft parking areas.

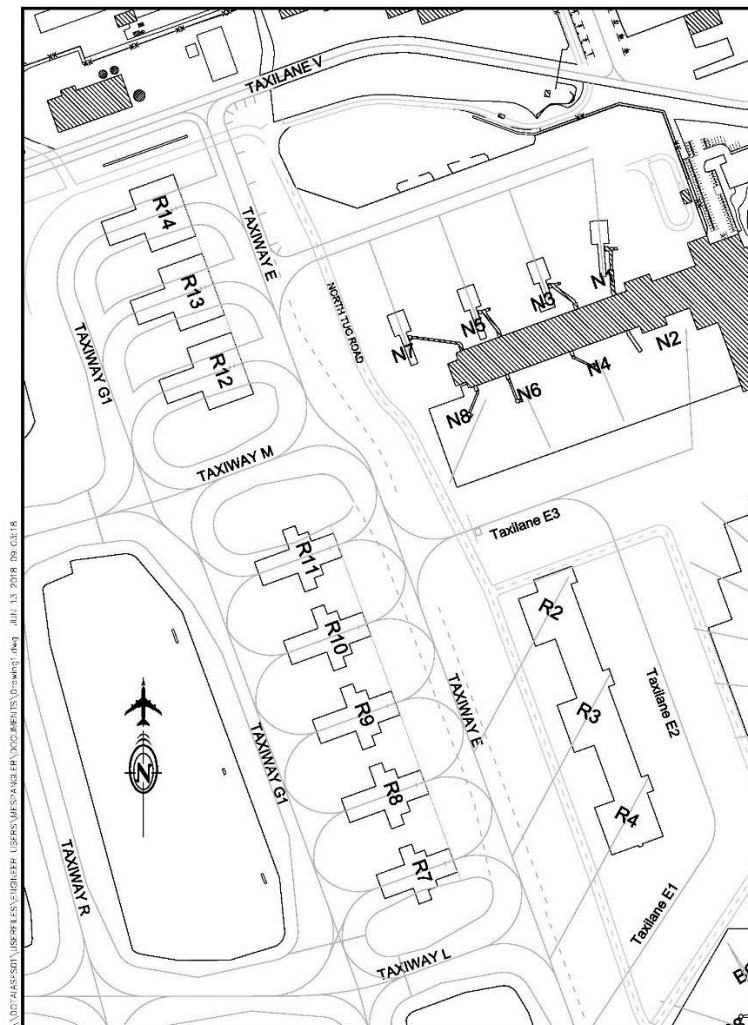


Figure 1

4.3 North Terminal Parking (Figure 1)

The design aircraft for the North Terminal is the B747-300 with a wingspan of 196 feet. Larger aircraft may be parked in these spaces provided the required restrictions as noted in paragraph 4.6, Special Procedures, are met.

<i>Parking Spot</i>	<i>Design Aircraft</i>	<i>Latitude - Longitude</i>	<i>Restrictions</i>
North Terminal Parking			
N-1	B747-300	61° 10.7" N 149° 59.3" W	1
N-2	B747-300	61° 10.7" N 149° 59.2" W	1
N-3	B747-300	61° 10.7" N 149° 59.3" W	1
N-4	B747-300	61° 10.7" N 149° 59.3" W	1
N-5	B747-300	61° 10.7" N 149° 59.4" W	1
N-6	B747-300	61° 10.7" N 149° 59.3" W	1
N-7	B747-300	61° 10.7" N 149° 59.4" W	1
N-8	B747-300	61° 10.7" N 149° 59.4" W	2

Restrictions - North Terminal Gate Parking

1. B747-400 or A330/340 aircraft can be parked adjacent to one another only if all procedures in Special Procedures, paragraph 4.6, are used.
2. There are no normal parking restrictions for aircraft with a wingspan of 214' or less.

4.4 Remote Parking Positions (Figure 1)

The design aircraft for remote parking positions R2 through R7 is the B747-400 with a wingspan of 214'. R2 through R4 and R14 have no restrictions for any Group V aircraft or smaller. The design aircraft for the remote parking positions R8 through R11 is the B747-8 with a wingspan of 225'. Larger aircraft may be parked in these spaces provided the required restrictions as noted in paragraph 4.6, Special Procedures, are met. The design group for R12 and R13 is Group VI with a wingspan greater than 214' but less than 262'. R12 and R13 have no parking restrictions for any Group VI aircraft or smaller.

<i>Parking Spot</i>	<i>Design Aircraft</i>	<i>Latitude - Longitude</i>	<i>Restrictions</i>
Remote Refuel Parking			
R-2	B747-400	61° 10' 34.46" N 149° 59' 17.34" W	1
R-3	B747-400	61° 10' 31.44" N 149° 59' 15.02" W	1
R-4	B747-400	61° 10' 28.40" N 149° 59' 12.72" W	1
R-7	B747-400	61° 10' 16.58" N 149° 59' 24.50" W	2
R-8	B747-8	61° 10' 28.70" N 149° 59' 26.11" W	2
R-9	B747-8	61° 10' 30.81" N 149° 59' 27.71" W	2
R-10	B747-8	61° 10' 32.93" N 149° 59' 29.31" W	2
R-11	B747-8	61° 10' 35.05" N 149° 59' 30.91" W	2
R-12	B747-8	61° 10' 40.73" N 149° 59' 38.56" W	2
R-13	B747-8	61° 10' 43.21" N 149° 59' 40.42" W	2
R-14	B747-8	61° 10' 45.68" N 149° 59' 42.29" W	2

Restrictions – Remote refueling ramp

1. Aircraft may only execute a left turn out of remote parking positions R2, R3, and R4.
2. Aircraft larger than the design aircraft can be parked adjacent to each other only if procedures 2, 3, 4 and 5 listed in Special Procedures, paragraph 4.6 are used.

4.5 Papa Remote Parking Positions (Figure 2)

The design group for parking position P1 is the B747-400 with a wingspan of 214 feet. The design group for parking position P2 and P3 is Group VI with a wingspan of 262 feet.

<i>Parking Spot</i>	<i>Design Aircraft</i>	<i>Latitude - Longitude</i>	<i>Restrictions</i>
Papa Parking (south of Twy Uniform)			
P-1	B747-400 Group V	61° 11' 11.71" N 150° 00' 05.42" W	1
P-2	Group VI	61° 11' 12.51" N 149° 59' 59.22" W	
P-3	Group VI	61° 11' 13.24" N 149° 59' 53.57" W	1

Restrictions – Papa parking positions

1. Aircraft larger than the design aircraft can be parked adjacent to each other only if special procedures 2, 3, 4 and 5 in paragraph 4.6, Special Procedures, are used. Wingtip clearance of 25 ft. will be maintained with the tug road west of P-1.

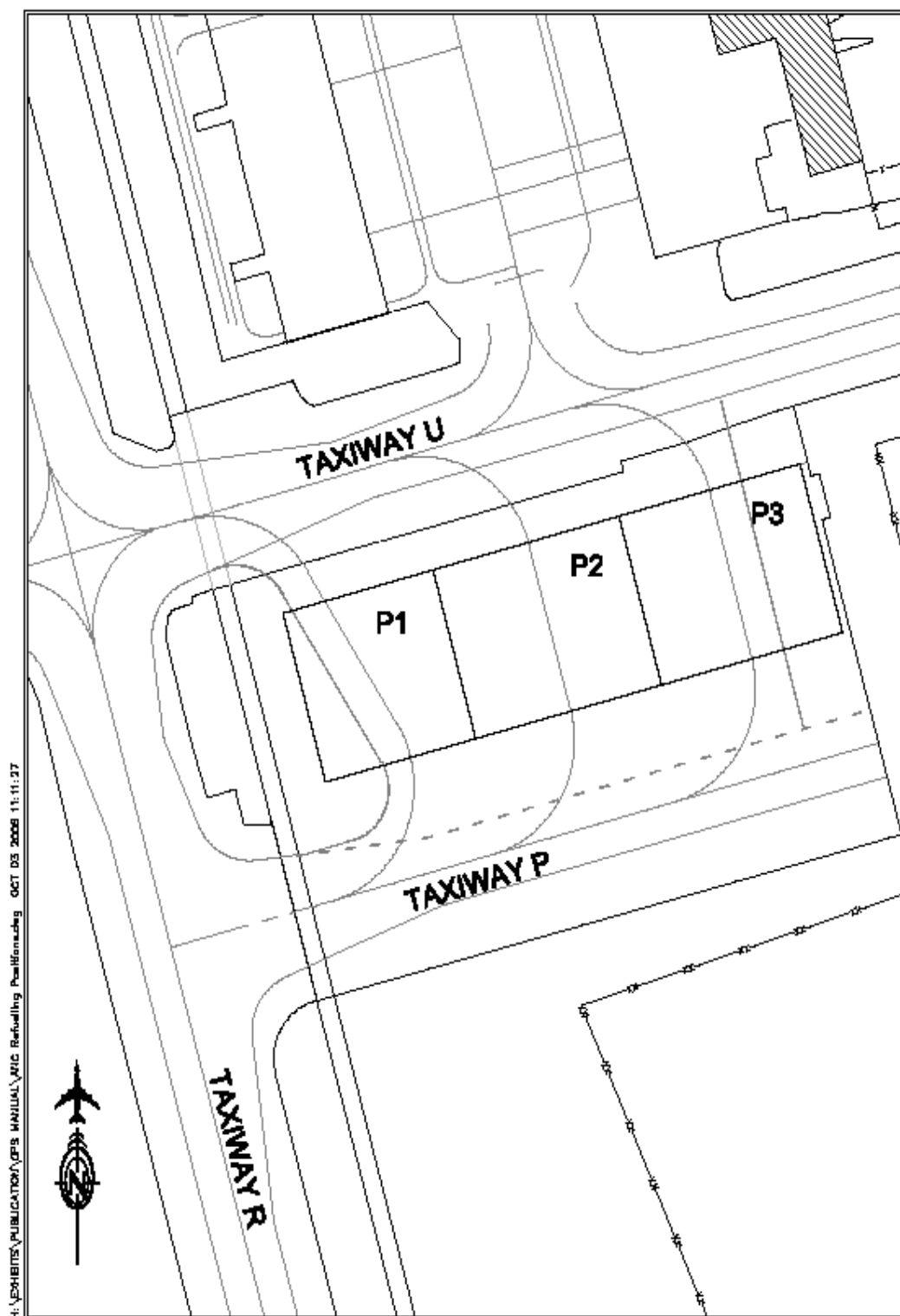


Figure 2

4.6 Special Procedures

These procedures shall be used anytime wingtip clearances of 25' cannot be maintained when parking aircraft adjacently. If no reasonable parking alternatives are available, the following required precautions must be followed:

1. Tow-in and pushback is required for North Terminal gates.
2. Wing walkers with wands and a signaling device are required.
3. In addition to the tow vehicle driver (if under tow), a safety observer will be in charge and utilized in a position where he/she can immediately signal the vehicle operator/pilot to stop.
4. Company/pilot in command concurrence required for both aircraft if unable to maintain 25' wingtip clearance.
5. Company making parking assignments will notify Airport Operations, 266-2600 whenever the 25' minimum wingtip clearance cannot be maintained.

NOTE: Airline and ground support companies assume all risk and accept the responsibility and liability for maintaining wingtip clearance and shall hold the airport harmless whenever these special procedures are required to be utilized.

4.7 Aircraft Wheel Chocks

To enhance safety during aircraft ground operations, all aircraft shall be chocked as followed when utilizing either a terminal gate or any remote refueling spot.

1. All aircraft will comply with their company operations procedures, however all aircraft will have at least two (2) sets of wheels chocked with an appropriate style chock. Company procedures and environmental conditions may dictate additional measures.
2. Aircraft parked on leased properties will comply with their company procedures.
3. The type and style of chocks used will be at the discretion of each individual company. It is recommended companies utilize a steel ice chock during icy ramp conditions.

4.8 Noise Abatement Procedures and Preferential Runway Use Program

This Operational Order applies to all turbojet/turboprop aircraft and all other aircraft with a Certified Gross Maximum Takeoff Weight (CGMTW) of 11,500 lbs. or more with two (2) or more engines operating at Ted Stevens Anchorage International Airport. The following procedures and programs were developed to ensure aircraft noise is minimized in residential neighborhoods surrounding the airport, consistent with safe operations. These procedures are in compliance with the runway use preferences in the Environmental Impact Statement for the construction of the North/South runway, the FAA approved Part 150 Noise Study, and the 2002 Comprehensive Ground Noise Study.

Noise Sensitive Runways

Runways 7R, 7L, and 15 are noise sensitive runways for departures. The Airport Noise Program has indicated that departures from these runways result in the most severe noise impacts. These runways should only be used for departures when operational or safety considerations limit the use of Runways 33, 25L, and 25R.

Preferential Runway Use Program

The airport has established a preferential runway use program to minimize noise impacts on nearby residential areas. The normal flow of traffic operations, contingent upon weather is as follows.

- Arrivals to the east or south.
- Departures to the north or west.

The preferential runways selected for arrivals and departures are shown below in priority order. Daytime procedures are in effect from 0700 to 2200 hours local time. Nighttime procedures are in effect from 2200 to 0700 hours local time.

PREFERENTIAL RUNWAY USE PROGRAM (In Priority Order)		
	DAYTIME (0700-2200 hrs.)	NIGHTTIME (2200-0700 hrs.)
DEPARTURES	R/W 33 R/W 7R* R/W 7L* R/W 25L * R/W 25R R/W 15	R/W 33 R/W 25L R/W 25R R/W 7R R/W 7L R/W 15
ARRIVALS	R/W 7R R/W 7L/15 R/W 33 R/W 25L/25R	R/W 7R R/W 7L/15 R/W 33 R/W 25L/25R

**Runway 25L should be used as the second priority departure runway during daytime hours if weather and traffic conditions allow. Runways 7R and 7L are only listed as the second and third priority during daytime hours in recognition of air traffic considerations.*

Air Traffic Control will issue a noise sensitive advisory message for departures from Runways 7R/7L or Runway 15 during clearance delivery or ground control departure procedures 24 hrs./day when a pilot requests a noise sensitive runway different from the ATC designated active runway.

Selection of the next preferential runway is allowed under any of the following conditions:

- If the runway is not clear and dry (i.e. adversely affected by snow, slush, ice, water, mud, rubber, oil, or other substances).
- When winds, including gusts, as recorded by airport wind sensors exceed:
 - I. Crosswind components of 15 knots, or
 - II. Tailwind components of 5 knots.
- The wind parameters cited are used by the airport to determine compliance with the Preferential Runway Use Program. Under FAA regulations (FAR 91.3), the pilot in command is solely responsible for aircraft safety and the final decision on runway selection.
- When wind shear has been reported or forecast or thunderstorms are expected to affect the departure or approach.
- When the combined traffic levels at Elmendorf AFB and Ted Stevens Anchorage International Airport result in excessive airfield traffic congestion and cause unacceptable departure delays.
- Delay alone does not constitute a reason for pilots to request a noise sensitive runway for departure.
- When a preferred runway is closed for snow removal, construction, maintenance, or other reasons, the next priority runway should be used, if feasible, given air traffic and other considerations.

Knik Departure

Runway 7R/7L Knik Departure is not available for use during nighttime hours. The FAA Air Traffic Control Tower will not initiate this flight path during these hours.

Thrust Cut-Back Procedures

The designated Noise Abatement Departure Profiles (NADPs) for departures from Runways 7R/7L or Runway 15 are the FAA Close-in NADP or ICAO Procedure B NADP. All turbojet/turbofan aircraft should employ either of these NADPs on departure from Runways 7R/7L or Runway 15 when safety permits.

Reverse Thrust Procedures

All turbojet/turbofan aircraft arriving during designated quiet hours (2200-0700 local) should use the minimum amount of reverse thrust necessary for the safe operation of the aircraft. Factors that would preclude minimal reverse thrust include:

- Runway contamination.
- Wind/weather conditions.
- Mechanical condition of the aircraft.
- Compliance with ATC instructions to exit the runway at a particular point.
- The PIC's discretion as described in FAR 91.3.

Training Flight Operations

Touch and go and other training operations are allowed contingent upon traffic conditions. Training operations should use the following guidelines.

- Training operations should not occur during nighttime hours.
- (Mon-Fri/2200-0600) (Sat-Sun/2200-0800)
- Circle to land training maneuvers should minimize noise exposure to residential areas south and east of the airport by using an approach to Runway 7R/7L and circle to Runway 33.

4.9 Engine Run-Ups

Idle Engine Runs

Only engine runs at idle are allowed on the ramp areas. Idle engine runs during nighttime hours (2200-0700) require notification of Airport Operations at 266-2600.

Engine Run-Ups above Idle Power

Engine run-ups (above idle) are not permitted on any apron or ramp area. Engine run-ups are permitted only at the designated engine run-up locations.

Engine Run-up Location	AIRCRAFT HEADING (True)	AIRCRAFT HEADING (Magnetic)
Taxiway Q	191	170
Taxiway J	091	070

Engine run-ups during nighttime hours are restricted to those aircraft that are hard scheduled for a flight prior to 0800 local time. Every effort should be made to avoid engine run-ups during quiet hours. Any violation of engine run-up policies during quiet hours will result in the aircraft being directed back to the parking apron with no further engine runs authorized until after 0700.

Run-ups during nighttime hours must be done in accordance with the following procedures.

The airline requiring the run-up must request prior approval from the Airport Operations Officer on duty at 266-2600. Approval will not be directed for run-ups in progress.

The aircraft operator must provide Airport Operations with the following information:

- Aircraft type
- Aircraft tail number
- Expected power settings
- Run-up location
- Flight # and departure time
- Run-up start time
- Aircraft orientation (heading used)
- Run-up end time
- Actual run-up power settings
- Upon approval, Taxiways Juliet and Quebec must be utilized as described above. Any variance in compass heading must be coordinated with Airport Operations.

4.10 Taxi Training

Taxi training involves the operation of an aircraft by a non-certificated pilot (mechanic) on the taxiways and runways of the Ted Stevens Anchorage International Airport for purposes of familiarization with the aircraft or airfield. Repositioning from gate to gate or to a run-up location for an authorized engine run is not considered taxi training.

Taxi training requires prior approval from Airport Operations. The company requesting authorization to conduct taxi training must provide Airport Operations with the estimated start and stop times along with the anticipated route of travel. Dependent on airfield conditions, configuration, and traffic levels Airport Operations may approve, delay, or deny taxi training operations.

Permission from Airport Operations to conduct taxi training does not relieve the aircraft operator of the responsibility to receive appropriate ATC clearances prior to entering the movement area.

4.11 Aircraft Fueling/Defueling

APPLICABLE REGULATIONS

All fueling and defueling of aircraft, to include aircraft fuel operations and maintenance facilities shall be conducted in accordance with these rules and regulations:

- International Fire Code 2012 edition
- NFPA 407
- NFPA 10
- 14 CFR, FAR139.321
- AC 150/5230-4B
- ATA 103

All tank trucks shall conform to the requirements of:

- NFPA 385
- NFPA 407
- International Fire Code 2012 edition
- ATA 103

For the purpose of this section, the following terms shall be defined as follows:

- Tenant – Any fueling agent operating on the airport and required to follow the provisions of FAR 139.321 for a certificated airport.
- FBO- Fixed Base Operator
- Hydrant Truck – Aircraft fuel servicing hydrant vehicle
- Tank Vehicle – Any truck, tank trailer or tractor and semi-trailer combination.
- Hydrant Cart – A towable cart used to deliver fuel from a hydrant to an aircraft.
- Emergency Fuel shut-off – A function performed to stop the flow of fuel in an emergency.
- Airport fueling system – An arrangement of aviation fuel storage tanks, pumps, piping, and associated equipment, such as filters, water separators, hydrants, loading stations, or fuel servicing vehicles, installed at an airport and designed to service aircraft at fixed positions.

Aircraft Fuel Limitations

Only airlines and refueling agents approved by Ted Stevens International Airport Operations shall conduct fueling and defueling of aircraft. The Airport Operations Branch shall approve all refueling systems, refueling units and refueling trucks. All tenants dispensing fuel on the airport are required to keep a current inventory of all vehicles and equipment used for fueling aircraft and report any changes to the airport fire department. Any new tenants must have the vehicles/units inspected by the airport fire department and establish operating procedures prior to the start of fueling operations.

Non-Motorized Hydrant Vehicles (Carts)

The use of hydrant carts are allowed if they are positioned in approved locations. Hydrant carts shall not be left unattended when connected to both the hydrant valve and the aircraft fueling point. They may be connected to the hydrant valve only during fueling banks and when aircraft are present at the gate.

Bonding Of Aircraft Fueling Vehicles

Aircraft fueling vehicles shall be electrically bonded to the aircraft being fueled or defueled. Bonding connections shall be made prior to making fueling connections and shall not be disconnected until the fuel-transfer operations are completed and the fueling connections have been removed.

Prior to making any fueling connection to aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft.

Transfer apparatus shall be metalically interconnected with tanks, chassis, axles and springs of aircraft-fueling vehicles. Aircraft-fueling vehicles shall be provided and maintained with a substantial heavy-duty electrical cable of sufficient length to be bonded to the aircraft to be serviced. Such cable shall be metalically inter-connected to the transfer apparatus or chassis of the aircraft-fueling vehicle on one end and shall be provided with a suitable metal clamp on the other end, to be fixed to the aircraft.

In addition to the above, where overwing fueling is concerned, transfer nozzles shall be equipped with *approved* bonding conductors which shall be clipped or otherwise positively engaged with the bonding attachment provided on the aircraft adjacent to the fuel tank cap prior to the removal of the cap.

Exception: In the case of overwing fueling where no appropriate bonding attachment adjacent to the fuel fill port has been provided on the aircraft, the fueling operator shall touch the fuel tank cap with the nozzle spout prior to removal of the cap. The nozzle shall be kept in contact with the fill port until fueling is completed.

4.11a Places where fueling/defueling are prohibited

Hangars and Enclosed Areas

Aircraft shall be prohibited from fueling and defueling while located within any hangar or any other enclosed area. All aircraft will be fueled outdoors.

Safe Distances from Buildings

During fueling and defueling operations, the vents and fill operations of aircraft fuel tanks shall not be less than twenty-five (25) feet from the airport terminal buildings, hangars, service buildings, or enclosed passenger concourse other than a loading walkway. Aircraft being fueled shall not be positioned so that the vent or tank openings are within 50 feet of any combustion and ventilation air-intake to any boiler, heater; or incinerator room.

Accessibility to aircraft by emergency fire equipment shall be established for aircraft fuel servicing positions.

4.11b Use of Aircraft Refueler Units and Other Refueling Vehicles

Place of Loading

Aircraft refueler units shall be loaded only at approved loading areas, except that when defueling aircraft, refueler units may be loaded from the fuel tanks of aircraft. No refueler unit shall be located or permitted to stand in any position where such unit could obstruct aircraft or access by emergency vehicles, except in the case of emergency. No flammable or combustible liquid shall be dispensed into or removed from a container, tank, vehicle or aircraft, except in an approved location.

Fuel Dispensing System

Fuel transfer nozzles shall not be held in the open position by any means other than direct hand pressure of the operator. Fuel from fuel trucks shall be loaded into the fuel tanks of aircraft, storage tanks, or other approved storage tanks only with approved transfer apparatus. Automatic shut-offs will be enabled and fully operational at all times.

Qualified Operations

During all fueling and defueling operations a qualified person shall be in control of each transfer nozzle and another qualified person shall be in control of fuel pumping equipment to shut off or otherwise control the flow of fuel from the time fueling operations are begun until they are completed. The fueling operator shall monitor the panel during pressure fueling or shall monitor the fill port during over wing fueling. Fuel flow shall be controlled by the use of a Deadman control device. The use of any object that defeats the Deadman control shall be prohibited.

Aircraft Engines Shut-Off

All aircraft (except helicopters) shall be fueled or defueled while engines are completely shut off.

No Smoking

Smoking shall be prohibited within the Aircraft Operation Area (AOA), aircraft fueling vehicles, aircraft hangars, and areas used for cleaning, paint removal, painting operations or fueling. "NO SMOKING" signs shall be provided in accordance with section 310 of the *International Fire Code*. Smoking by any person on or within one hundred (100) feet of a fuel truck or refueling operation is prohibited. Smoking equipment such as cigarette lighters and ash trays shall not be provided in aircraft fueling vehicles.

Anti-Spark Exhaust Systems

Refueling units and all fuel trucks must be equipped with anti-spark exhaust systems. The engine exhaust system shall be designed, located and installed so as to minimize the hazard of fire.

Diesel Trucks Equipped with Diesel Particulate Filter (DPF)

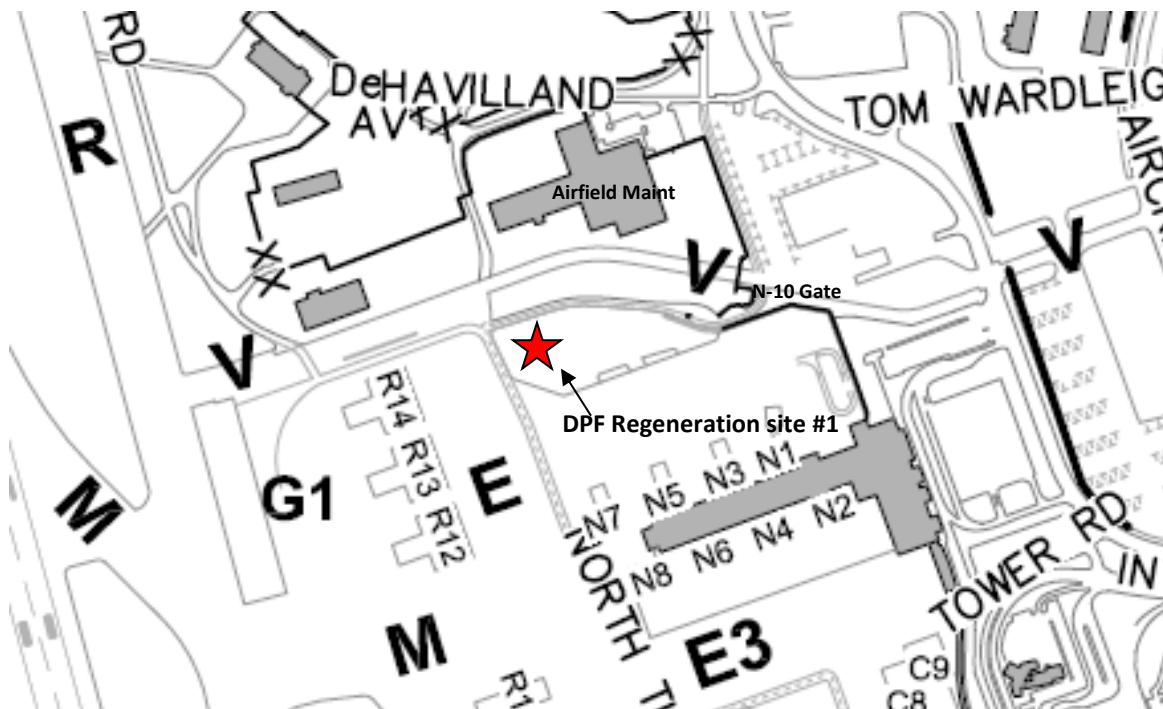
All vehicles that have engines equipped with an exhaust after-treatment device, such as a Diesel Particulate Filter (DPF), that requires the filter to be cleaned at high temperature (regenerated) while installed on the vehicle shall meet the requirements listed below. DPF regeneration shall be performed only in areas designated by the authority having jurisdiction. DPF regeneration shall not be performed

within 100 feet of any aircraft refueling operations. DPF regeneration system piping shall be shielded from engine discharge manifold to the outlet pipe. DPF regeneration-equipped vehicles shall have a listed diffuser installed at the outlet of the exhaust tailpipe. Exhaust gases shall not be discharged where they could ignite fuel vapors that could be released during normal operations or by accidental spillage of fuel. DPF regeneration-equipped vehicles shall have a lockout mode that will prevent automatic regeneration when these vehicles are operated within 100 ft. of aircraft parking areas.

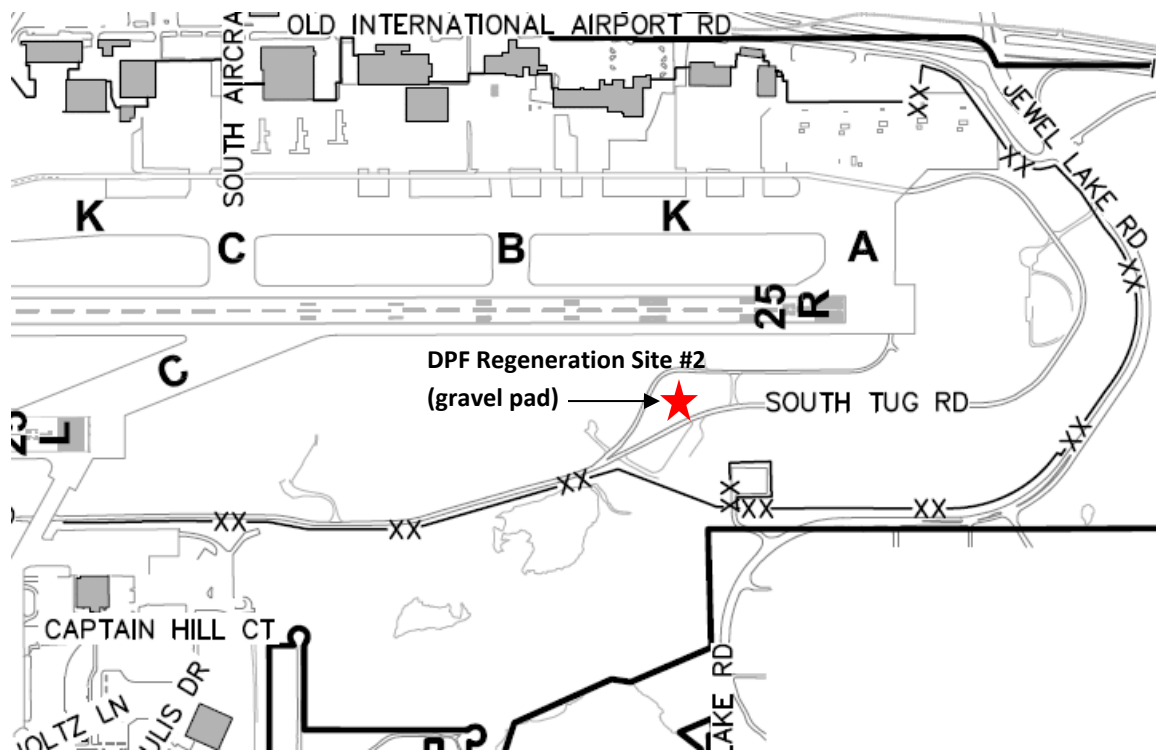
Designated DPF Regeneration Locations on the AOA

NOTE: DPF regeneration sites may temporarily change due to Maintenance on the Airfield.

DPF Regeneration site #1, Gravel area inside of gate N-10 (sign posted)



DPF Regeneration site #2, Gravel area South Tug Road (sign posted)



Radio Transmitters and Electrical Appliances

During fueling or defueling of aircraft, no person shall operate any radio transmitter or receiver in such aircraft, switch electrical appliances on or off in such aircraft, use cellphones, or perform any act which may cause a spark within 50 feet of the aircraft.

Transfer of Fuel Between Vehicles

The transfer of bulk aircraft or commercial fuel from one truck to another is prohibited within the boundaries of the airport.

Heating of Oil

The heating of oil shall be only by use of heat generated by steam, hot water, hot air or other approved procedures.

Overflow or Spillage

Any refueling operation must be physically monitored at tank nozzle connections. Automatic shut-offs must be enabled and fully operational at all times.

Persons engaged in fueling or defueling should exercise care to prevent overflow or spillage and will take proper measures to remove any volatile liquid when spilled. All operations around the spill will be ceased until the spill has been mitigated. The Airport Fire Department must be called to stand by during cleanup of any hazardous material. Spills exceeding 5 gallons, 10 feet in any direction or is over 50 square feet in

area must be reported to Anchorage Airport Communication Center at 266-2411, as well as notification to the local Environmental Protection Agency (EPA).

Any person(s) involved with any spill shall remove such spill or ensure qualified contracted personnel clean up the fuel. Automatic shut-offs must be enabled and fully operational at all times.

Inspection of Refueling Vehicles

Aircraft fuel servicing vehicles or carts shall not be operated unless they are in proper repair and free of accumulations of grease, oil, or other combustibles. Additionally, fueling trucks and equipment will be inspected daily prior to use and operated only by qualified personnel. Individual records of such inspections shall be maintained for each unit by each owner/operator and readily available for inspection upon request. Inspection documentation will conform to the standards outline in ATA 103. Any fueled units or trucks containing flammable liquids found to be in an unsafe operating condition shall be taken out of service, repaired, and re-inspected prior to use.

Airport Fire Department and Airport Operations personnel may conduct spot inspections of tank trucks, darts, hydrant trucks, and hydrant carts at any time. Vehicles and equipment found to be in an unsafe operating condition during these spot inspections will be taken out of service by the Anchorage Airport Fire Department. The Enforcement Officer from the Airport Fire Department or Airport Operations will notify the agent responsible for the truck or equipment and the operator will return it for maintenance. After the vehicle or equipment is restored back to a safe operating condition, the Airport Fire Department will re-inspect the vehicle and ensure the corrective actions were completed. Three or more violations of this rule by any organization will result in the vehicle being prohibited from operating on the airport.

Maintenance and servicing of aircraft fuel servicing vehicles and carts shall be performed outdoors or in a building approved for the purpose.

The Airport Fire Department (certificate holder) shall conduct quarterly compliance inspections on all tank truck, darts, hydrant vehicles, hydrant carts, fuel storage areas and loading stations operated by fueling agents.

Storage of Fuel, Refueler Units and Fuel Trucks

- The storage, handling, and dispensing of combustible and flammable oils and fuels must be conducted in accordance with federal, state, local, and airport regulations, including EPA Spill Prevention Control and Countermeasures.
- The storage of AVGAS and JET-A fuel at Ted Stevens Anchorage International Airport is restricted only to those facilities provided by or designated by airport operations as an approved storage facility.
- Unattended Tank trucks containing fuel shall be parked to allow rapid dispersal in the event of an emergency. Tank trucks shall be arranged in a designated location with a minimum of 10 ft. clear space between parked vehicles for accessibility for fire control purposes. The designated parking location shall be concrete or asphalt and designed to prevent fuel from draining to an adjacent building or storm drain. Tank trucks shall be parked a minimum of 50 ft. from any parked aircraft or building other than maintenance facilities or approved garages designed for the maintenance of fuel servicing tank vehicles.
- Parking areas for unattended aircraft fuel servicing hydrant vehicles or carts shall be arranged to provide dispersal of vehicles in the event of an emergency and shall be concrete or asphalt designed to prevent fuel from draining to an adjacent building or storm drain.

Cessation of Fueling During Lightning

If lightning flashes are reported in the immediate vicinity of the airport, the decision will be made by Airport Operations to cease fueling operations. Suspended fueling operations will be enforced by the Airport Fire Department.

Aircraft Occupancy during Fuel Servicing Operations

If passengers remain on board an aircraft during fuel servicing, at least one qualified person trained in emergency evacuation procedures (flight attendant) shall be in the aircraft at or near a door at which there is a passenger loading walkway, integral stairs that lead downward, or passenger loading stair or stand. A clear area for emergency evacuation of the aircraft shall be maintained at not less than one additional exit. Where fueling operations take place with passengers onboard away from the terminal building and stairways are not provided, such as during inclement weather (diversions), all slides shall be armed and the Aircraft Rescue Fire Fighting (ARFF) services shall be notified to respond to a standby position in the vicinity of the fueling activity with at least one vehicle. All "NO SMOKING" signs shall be displayed in the aircraft cabin, and the no smoking rule shall be enforced.

Provisions of Fire Code Apply

Provisions of International Fire Code and NFPA 407 apply. Rules and regulations shall be complied with on the airport during fueling, defueling operations and use of Aircraft Fuel Operation Facilities. The interpretation of this code is the responsibility of the Anchorage Airport Fire Department.

Maintenance of Area Around Aircraft Fuel Operations Facilities

Owners and operators of the aircraft fuel operation facilities shall provide a qualified attendant to be in immediate control of the fuel pumping equipment to shut off or otherwise control the flow of fuel from the time fueling operations are begun until they are completed. The attendant shall be knowledgeable of the operation of the fueling system and shall at all times remain outside of the vehicle within 15 feet of the manual shut-off control of the system. It is the responsibility of the owner/operator of the equipment to train, document, and certify the qualified attendants.

Care in Filling Tanks

Care shall be taken in filling all aircraft fuel tanks to allow for heat expansion and said tanks shall not be filled to the point where they will overflow from heat expansion or splashing. All spills must be immediately contained and prevented from entering any drain, culvert, ditch, or soil. All spills must be immediately reported to the Airport Communication Center at (907) 266-2411.

Loading Platforms and Fill Nozzles

All loading platforms and fill nozzles at aircraft fuel operation facilities shall be equipped with proper grounding clamps and flexible cables.

Safety Devices

By-passing any safety device on a fueling vehicle or at an Aircraft Fuel Operation Facility is prohibited.

Loading of Tank Fueling Vehicles at Bulk Plants or Terminals

Prior to the start of any fueling operations involving the loading or defueling of a tank truck, positive bonding of the truck to the loading rack or top load hose will be made before any fuel connections are made and shall remain in place throughout the loading operation.

- Aircraft fuel servicing tank vehicles shall be loaded only at an approved loading rack.
- Aircraft fuel servicing tank vehicles shall not be loaded from a hydrant pit under emergency conditions unless permitted by the authority having jurisdiction.
- Filling of the vehicle cargo tank shall be under the observation and control of a qualified and authorized operator at all times.
- The required Deadman and automatic overfill controls shall be in normal operating condition during the filling operation. The controls shall not be blocked open or otherwise bypassed.
- The engine of the tank vehicle shall be shut off before starting to fill the tank.
- To prevent leakage or overflow from expansion of the contents due to a rise in atmospheric temperature or direct exposure to the sun, no cargo tank or compartment shall be loaded to the point it is liquid full.

Mechanical Overrides

It is prohibited for any operator to override any safety device on a fueling vehicle, fueling station, fueling cabinet, or aircraft. In the event the aircraft has a faulty gauge or valve, an authorized mechanic employed by the airline can override the overfill valve solely to ensure that an overflow does not occur, providing all reasonable steps are taken. Reasonable is defined as checking dipsticks in wings, taking gauge readings under wing with cockpit gauge, and performing other available checks that do not require the aircraft to be disassembled on the apron.

Support Vehicle Fueling

Tugs, loaders and other ground support equipment will be fueled primarily at the company lease hold area. When this is not feasible, fueling from a tank vehicle will be permitted not less than 50 feet from aircraft, airport concourses, jet ways or other building. Tank vehicles used to fuel support equipment shall be equipped with a portable fire extinguisher complying with section 906 of the International Fire Code (IFC), having a minimum rating of 2-A:20 B:C. During unloading of the tank vehicle, a portable fire extinguisher shall be out of the carrying device on the vehicle and shall be 15 feet or more from the unloading valve. All tank vehicles fueling support equipment must comply with the IFC, sections 5706.5.4.1 through 5706.8.5 covering the dispensing of class II and III motor vehicle and equipment fuel from tank vehicles.

Fueling Vehicles off the AOA

Unlicensed vehicles directly and solely involved in the support of fueling operations and the airport fuel system are permitted to exit the Restricted Area and drive on the Tug Road for access to the fuel farm facility only. Restricted Area driving and permitting regulations apply, and vehicles are prohibited from leaving airport property or deviating from the assigned route described above.

Wheeled Fire Extinguishers at Aircraft Parking Spots during Fueling Operations

During fueling operations, fire extinguishers shall be available on aircraft servicing ramps or aprons. **(NFPA 407, paragraph 5.13.1).**

Portable fire extinguishers at fuel dispensing stations shall be located such that pumps or dispensers are not more than 75 feet from such extinguisher. Fire extinguishers shall be provided as follows: **(International Fire Code, paragraph 2005.6)**

1. Where the open hose discharge capacity of the fueling system is not more than 200 gallons per minute, a minimum of two listed portable fire extinguishers complying with section 906 and having a minimum rating of 20-B:C shall be provided.
2. Where the open-hose discharge capacity of the fueling system is more than 200 gallons per minute but not more than 350 gallons per minute, a minimum of one listed wheeled extinguisher complying with section 906 and having a minimum extinguishing rating of 80-B:C, and a minimum agent capacity of 125 pounds shall be provided.
3. Where the open-hose discharge capacity of the fueling system is more than 350 gallons per minute, a minimum of two listed wheeled fire extinguishers complying with section 906 and having a minimum capacity agent of 125 pounds each, shall be provided.

Wheeled Fire Extinguishers placement on the Romeo aircraft parking spots

Ground handlers servicing aircraft parked at the Romeo aircraft parking spots will be responsible to ensure the proper type and quantity of wheeled fire extinguishers is in place prior to the start of any aircraft fueling operation. Adjacent aircraft parking spots conducting concurrent aircraft fueling operations may co-utilize one 80-B:C, 125 pound wheeled fire extinguisher for both operations as long as the extinguisher is between both aircraft and does not exceed the 75 feet requirement. If fuel flow exceeds 350 gallons per minute, a second wheeled extinguisher shall be positioned to meet distance requirements. Wheeled fire extinguishers required for use at the Romeo aircraft parking spots will be purchased and maintained by the Ted Stevens Anchorage International Airport and will not be used in any other capacity other than at the Romeo spots. These fire extinguishers will remain the property of Anchorage International Airport. Airport Police & Fire and Airport Operations will reserve the right to suspend fueling operations if wheeled fire extinguishers are not utilized as set forth above.

Fire Extinguisher Access

Portable fire extinguishers shall be accessible at all times. Where necessary, provisions shall be made to clear accumulations of snow, ice and other forms of weather-induced obstructions.

Extinguisher Readiness

Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in their designated places at all times when they are not being used.

Maintenance of Fire Extinguishers Required For Aircraft Fuel Servicing

Fire extinguishers shall be inspected either manually or by means of an electronic monitoring device at a minimum of 30-day intervals. Where manual inspections are conducted, records for manual inspections shall be kept on a tag or label attached to the fire extinguisher, and on an inspection checklist maintained

on file, or by an electronic method. Records shall be kept to demonstrate that at least the last 12 monthly inspections have been performed.

All fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year; at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification. Persons performing maintenance and recharging of extinguishers shall be certified.

4.12 Aircraft Deicing

Background

It is the responsibility of the Airport, Airlines and Tenants to ensure that aircraft deicing operations do not cause a violation of the State of Alaska Water Quality Standards and Federal/State Pollution Discharge Elimination System requirements. Also, the Airport wants to ensure that airlines and deicing companies doing business at the airport are taking measures to reduce the use of aircraft deicing fluids (ADF) and to make it easier in the future to recycle and/or treat deicing fluids that end up in storm water.

Tenants are responsible for clearing snow and controlling ice build-up on their leasehold, including precipitation that falls on their aircraft. Aircraft deicing operations are the responsibility of the airlines and their deicing service providers in accordance with FAA regulations and their own multi-sector general storm water permits (MSGP). Aircraft specific deicing operations are detailed by the FAA, but companies performing deicing operations are also required (as per the MSGP) to deice aircraft in a manner that reduces the amount of glycol discharged into the storm water system. In addition, the Airport wants to limit and segregate the use of ethylene glycol from the primary areas of deicing activity to allow for potential recycling opportunities. Toward these goals, companies (including airlines) performing aircraft deicing operations (ADF Users) shall comply with the following provisions effective at the beginning of the deicing season in 2017.

Deicing Equipment

As of August 1, 2017, ADF Users using more than 30,000 gallons of glycol annually, measured as undiluted product, shall use only deicing trucks specifically designed for reducing glycol usage that are equipped with two or more of the following glycol usage reduction tools.

- Forced air
- Proportional mix nozzles
- Low flow nozzles
- Any other FAA or Airport approved glycol usage reduction tool

By September 30, 2016 all ADF Users required to comply with this provision shall provide the airport with a plan to meet the 2017 requirement.

ADF

The use of ADF is restricted as follows to reduce the toxicity of the storm water discharge and enable, in the future, the potential for more cost effective treatment and/or recycling of glycol in storm water.

- ADF Users using 30,000 gallons or less of glycol annually, measured as undiluted product
 - Use only propylene glycol, or
 - Use ethylene glycol only in areas geographically isolated from other ADF Users as approved by the Airport

- ADF Users using more than 30,000 gallons of glycol annually, measured as undiluted product
 - Use only propylene glycol, or
 - Use ethylene glycol in areas geographically isolated from other ADF Users, as approved by the Airport, AND collect and properly dispose of, off-airport, 40% of the glycol used

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SECTION 5

LAKE HOOD SEAPLANE BASE

This Operational Order establishes policy for the use of those surfaces that have been used previously as roads, taxiways, and recreational paths around the Lake Hood General Aviation Complex.

5.1 Lakeshore Drive

This roadway extends from the airport boundary on the northwest corner of Spenard Lake to its intersection with Aircraft Drive. The primary use of this surface is for the movement of vehicles along the north shores of Spenard Lake and Lake Hood. Secondly, aircraft may use Lakeshore Drive between the security gate and Floatplane Drive for taxi access to Lake Hood Strip (LHD). Even though aircraft have right-of-way when using this roadway, they shall exercise extreme caution and taxi with all available external lights and anti-collision lights on. This surface is a dual-use roadway. Aircraft shall not taxi on Lakeshore Drive between the northwest corner of the Lake Hood Strip parking and Aircraft Drive.

5.2 Lakeshore Taxiway

This taxiway extends from the Lake Hood Strip taxiway H2, along the west shore of Lake Hood, to the Office of Aircraft Services. The primary use of Lakeshore Taxiway is for the movement of aircraft between their parking location and the runway surfaces at Lake Hood and Ted Stevens Anchorage International Airport. Secondly, individuals may use this taxiway to access their aircraft or a business along the taxiway. When using Lakeshore Taxiway for vehicular access, an individual shall enter the taxiway from Aircraft Drive or Bellanca Avenue and proceed to their destination by the shortest route on Lakeshore Taxiway. Vehicular and pedestrian traffic are not allowed in the aircraft by-pass area "elephant ear" between Belanca Avenue and Lake Hood Strip. Lease and tie-down users along Lakeshore Taxiway must maintain an obstacle free area from the centerline of the taxiway out to 45 feet to allow an aircraft with a wingspan of not more than 50' to safely taxi on Lakeshore Taxiway. Aircraft operations on Lakeshore taxiway are limited to Design Group I aircraft only. Lakeshore Taxiway shall not be used for through vehicular traffic.

5.3 Lakeshore Taxiway Pilot-Controlled Gate

At the intersection of Lakeshore Drive and Lakeshore Taxiway is a pair of pilot-controlled gates which block access from the public roadway onto Lake Hood Strip (LHD) and Lakeshore Taxiway. Pilots can open these gates by tuning their radio to 121.75 and keying the mike five times.

5.4 Floatplane Drive

This roadway extends from Lakeshore Drive to the end of the Commercial Finger. The primary use of this surface is for vehicle access to the leases and permits on the finger. Secondly, it may be used by aircraft for taxi access to and from Lake Hood Strip. Even though aircraft have the right-of-way, when taxiing on this roadway aircraft shall use extreme caution and have all available external lights and anti-collision lights on. Lease and tie-down users along the Commercial Finger must maintain an obstacle free area from the centerline of the roadway out to 45 feet to allow an aircraft with a wingspan of not more than 50 feet to safely taxi on Floatplane Drive.

5.5 Safety Restrictions

The following measures prescribe authorized pedestrian use and safety restrictions on Lakeshore Taxiway, Floatplane Drive, and Lakeshore Drive.

- Aircraft have priority and vehicles and pedestrians shall always yield to aircraft and safely clear to the far side of the road/taxiway surfaces.
- Pedestrians should walk off to the sides of the paved surfaces of Lakeshore Drive, Floatplane Drive, and Lakeshore Taxiway.
- Pedestrians shall remain outside of the double yellow line and give way to aircraft by being far enough off of the road or taxiway so as to not allow any portion of an aircraft to pass over them.
- Pedestrians shall observe the normal rules associated with traffic. Remain clear of the traffic lanes and walk facing traffic.
- No bicycles, roller blades, skates, skateboards, or any other means of recreational conveyance are allowed on any taxiway.
- No hearing restriction device may be worn while using Lakeshore Drive, Lakeshore Taxiway, and Floatplane Drive. The use of such devices reduces an individual's ability to recognize and respond to a potentially dangerous situation.
- Pets are required to be on a short leash at all times. Individuals must clean up after their pet. Allowing a pet to urinate or defecate on or around an aircraft tie-down permit is prohibited. This area is a high noise and high activity area that is not compatible with pets.
- The individual permits around the Lake Hood Complex are for the exclusive use of the permit holder. When enjoying this State asset, observers will remain clear of the lake fingers and individual permits. Only aircraft owners and their guests, employees, and customers are allowed on a permit or lake finger.
- Use pedestrian paths where available.

5.6 Lake Hood and Lake Hood Gravel Strip (LHD) Operations

This Operational Order applies to all general aviation and air taxi pilots operating on Lake Hood, Spenard Lake, and Runway 14/32. The purpose of this operational order is to improve operating procedures and lake safety, reduce aircraft noise impacts on surrounding neighborhoods, and minimize shoreline erosion.

5.7 Taxi Operations

- Slow taxi operations shall be conducted when operating within 200 feet of the shoreline except for the water lanes.
- Pilots shall contact the Air traffic Control Tower (ATCT) on 126.8 before taxiing in Lake Hood and Spenard Lake due to congestion and water lane boundaries.
- Pilots must have ATCT clearance to taxi or operate in the areas known as the North Pothole and South Cove.
- Pilots who require access to Floatplane Point must have ATCT clearance to taxi and advise ATCT of the destination prior to landing.
- No magneto/engine checks shall be conducted while taxiing in the Slow Taxi Canal. To reduce bank erosion and noise problems engine checks should be completed as quickly as practical. The preferred area for magneto/engine checks is in Spenard Lake.
- Step taxiing is not authorized outside of the water lanes.
- No step taxiing is permitted in the Slow Taxi Canal.
- Step taxi may be approved by the ATCT in the takeoff/landing channel upon request. However, pilots shall minimize these requests.
- Upon landing pilots should remain on step until clear of the water lane.

5.8 Departure Procedures

- Aircraft may come up on step for takeoffs only in the designated departure areas and waterlanes.
- A pilot must taxi out of the canals and be on the lake prior to asking ATCT for departure clearance.

The Spenard Lake extended departure procedure:

- All westbound departures that commence from the uncontrolled departure area must advise the ATCT that they will be departing from the uncontrolled departure area. It is the pilot's responsibility to ensure separation from other aircraft while in the uncontrolled departure.
- The extended departure may commence no closer than 300 feet south of the North Shore.

Note: All areas on Lake Hood and Spenard Lake are uncontrolled except for the designated water lanes. Contact Lake Hood Tower (126.8) prior to taxiing. Use caution when taxiing. Aircraft may use the uncontrolled area designated "uncontrolled departure area" to come up on the step for takeoffs to the west. Use extreme caution in this area. ATCT separation services are only provided in the controlled water lanes.

5.9 Preferential Water Lane Use

- Preferential water lanes for departures are to the north, west, northwest, or south. Departures to the east should be requested only when required by strong wind or sun conditions and designated by the ATCT as the active waterlane.
- During nighttime hours, pilots are encouraged to avoid departures to and arrivals from the east and southeast. Nighttime procedures are in effect from 2200 to 0700. The ATCT will provide noise sensitive advisory notices to all pilots requesting an east departure during nighttime hours.

Note: The identified preferential departure and arrival water lanes for departures and arrivals are advisory. Under FAA regulations (FAR 91.3), the pilot in command is solely responsible for aircraft safety and the final decision on runway selection. However, voluntary compliance will significantly reduce noise complaints and public pressure to formalize more stringent policies.

5.10 Touch and Go Procedures

- Touch and go activity is discouraged at LHD.
- The ATCT may approve touch and go patterns between 0800 and 2100 contingent upon traffic conditions.
- Pilots are allowed a maximum of six (6) touch and go operations per day.
- Runway 14/32 patterns should be on the west side of the airport away from residential areas.

5.11 Noise Reduction Procedures

Use these advisory noise reduction procedures whenever safe and practical under the prevailing conditions

- Keep the propeller as slow as practical by reducing the rpm's as soon after takeoff as safely possible.
- Fly as high as possible as soon as possible. Use the best angle of climb speed or the best rate of climb when overflying neighborhoods.
- Maintain minimum traffic altitude at 1,000 feet or greater over residential neighborhoods, consistent with FAR 91.119 requirements, until maneuvering for landing.
- Maintain a high traffic pattern altitude until turning onto the approach base leg. Clean, stable, low power, and low drag approaches are significantly quieter.
- Fly over busy highways, industrial areas, or less densely populated neighborhoods whenever possible.

5.12 Compliance Program

- The airport will monitor compliance with this Operational Order. Pilots performing procedures that violate this Operational Order may jeopardize their tiedown permits or leases. Air taxi charter operators are responsible for ensuring their pilots comply with this policy.
- Air taxi charter operators are encouraged to develop internal operating policies that ensure pilot awareness and compliance with this Operational Order.

5.13 Aircraft Wash Facility

The aircraft wash facility is located on Lakeshore Taxiway across from the Airfield Maintenance Facility. The use of this facility is limited to airport tenants and permit holders. The times of operation will be weather dependent, but will normally be from early May until late September. The facility's purpose is to meet the aircraft wash needs of the airport tenants and permit holders and to comply with the airport's watershed protection programs. The system is designed to divert dirty wash water to the sewage treatment plant and prevent wastewater from entering Lake Hood. Winter closure will occur on approximately September 30th for maintenance and to prevent mechanical freeze-up. The following restrictions apply to the use of the facility:

- No maintenance of any kind is permitted at the site.
- Fueling and oil changes are prohibited near the wash facility.
- Disposal of regulated material is prohibited.
- Only biodegradable cleaning solutions may be used.
- Users must provide their own hose.

Failure to follow these established procedures will result in the user being cited or the possible closure of the facility due to permitting restrictions.

5.14 Lake Hood Decision Matrix

The following matrix will be used as a guideline to determine the NOTAM status of Lake Hood Seaplane Base and the Lake Hood gravel strip. No grooming of the seaplane base will occur until ice thickness reaches a minimum thickness of 12 inches in all areas.

Surface/ Status	Known to be safe (With no known hazards. This would probably be used on the lake when the surface is groomed.)	Known to be unsafe (This could be used for "Men and Equipment on the surface" or other conditions, or when the lake is marginal or worse during freeze up and break up.)	Condition Unknown (This could be due to recent snowfall, freeze/break-up depending on the amount of open water, or any other time when the conditions were unknown.)
Lake Hood (LHD SPB)	Open	NOTAM Closed , with reason. Closed: Ice on surface/minimum ice depth less than 6 inches. Closed: Soft/rotten/melting ice/overflow.	Open : Surface condition unknown.
Lake Hood Strip (LHD)	Open	NOTAM Closed (This would include ~4+ inches of snow since strip is maintained for normal wheel operations year-round.)	Open : Surface condition unknown.

SECTION 6

COMMERCIAL VEHICLES

General

All commercial vehicles must coordinate their use of the commercial roadways with Airport Operations Landside Operations Office. Any operator using the second lane shall not block a vehicle using the first lane (curbside). Vehicles shall not be left unattended at any time on an Airport curb or within 300 feet of any airport terminal outside of the AOA.

Solicitation by drivers or passengers of any commercial vehicle on Airport property is prohibited. This shall include both verbal and written forms of solicitation. The only exception to this policy is advertising purchased from a licensed Airport concessionaire that offers advertising for a fee.

If passengers are not ready for pickup, commercial vehicles are required to leave the curb and proceed to the commercial vehicle staging area adjacent to the tower before returning to the commercial curb. Commercial curbside waiting for more than ten (10) minutes is not allowed.

All taxicab passenger drop-off will be on the upper ramp (departure level) of the South Terminal and anywhere on the curb at the North Terminal.

VEHICLES SHALL NOT BE LEFT UNATTENDED AT ANY TIME WITHIN 300' OF ANY TERMINAL BUILDING

Violation of this section may result in the revocation of the permit sticker and authorization to conduct business at the Ted Stevens Anchorage International Airport (ANC).

6.1 Taxicabs

South Terminal

Anchorage-Based Cabs Passenger Pickup:

All passenger pickup will be from the taxi line, which includes 8 spots. They are located adjacent to the passenger lobby by the commercial curbside on the lower ramp. No more than 8 (eight) taxis shall be at the South Terminal cab line at any one time. In addition there is 1 (one) taxi staging spot on the North end of the Alaska commercial curb. No passenger pickup from this spot. The taxi line is also approved for "contract" pickup. Cab drivers may pick up their contract customers even if their cab is not first in line. Contract pickups may also take place in the second lane adjacent to the cab line.

North Terminal

Anchorage-based cabs passenger pickup and drop-off: There are three (3) taxi staging spots at the north end of the passenger lobby and one (1) passenger loading spot at the south end of the bag claim area. Passenger drop-off at the North Terminal may be anywhere on the curb not allocated to other categories.

Out of Town Cabs, Domestic Terminal:

Permitted out of town cabs (out of town cabs with Airport Permits, issued as a "courtesy" permit at no charge) must meet their pre-arranged customers in the bus loading area at the C concourse (1st red hoop closest to curb) accessible from Post Mark Drive. This spot is signed for "Limos over 28' and Out of Town

Taxi” and will be shared between those groups. Note: Parking inside the Parking Garage (Level 1) to meet pre-arranged customers is allowed; drivers will be charged the existing and applicable parking fees. A copy of the taxicab operator’s license from the home base area is a requirement for a “complimentary” Airport Permit. Out of town cab drivers may not accept a “Curbside Hail” as defined in Title 11, MOA Code. No out of town cabs may operate at the South Terminal commercial curb or cab line. Out of town cabs may not operate on the inside bag claim lane at the South Terminal. Out of town cabs without Airport permits will not be allowed to load passengers. An Airport permit is not required for passenger drop off. All passenger drop off will be on the upper ramp (departure level).

Out of Town Cabs, North Terminal:

Out of Town Cabs picking up at the North Terminal must pick up their fares from the pay parking lot at the North Terminal.

Additional Requirements

Taxis must load against a curb (except Contract Cabs that may load in the 2nd lane adjacent to the South Terminal cab line). Loading or waiting in a vehicle roadway is prohibited. An Airport Permit sticker must be displayed on the lower right corner (passenger side) of the windshield of the permitted vehicle. Taxi drivers shall not refuse to carry any orderly person or persons upon request if the proper fee is tendered (which includes short hauls) unless the driver is otherwise engaged. Refusal to provide service on the basis of distance to be transported is a violation of Title 17 AAC 42.095, paragraph (n) and may result in revocation of Airport Permit.

The taxi driver will not solicit business in any manner nor remove baggage from inside the terminal. The operator is required to remain within the immediate proximity of the vehicle (less than 10 feet from vehicle). Taxis with special handicap permits may load wheelchair passengers from any position on the cab line (don’t need to be first in line), or on the upper ramp with prior approval via notification to the Airport Communication Center (ACC) Dispatch. ACC will contact Landside or Airport Operations for approval on a case-by-case basis.

6.1a Transportation Network Company (TNC) / Ride-Share Operations

TNC, e.g. Uber and Lyft are approved to operate at ANC. TNC drivers are independently contracted to connect passengers with pre-arranged transportation services offered by drivers.

- These passenger pickups and/or drop-offs are restricted to operating at designated locations at the South Terminal Departure/Upper Ramp and at the North Terminal curbside only.
- Drivers are not authorized to park at the designated pickup/drop-off locations while waiting to be summoned by their customer(s).
- Operating on the South Terminal Arrival/Lower Ramp and/or Commercial Curbside lanes is prohibited.
- These vehicles are required to have their respective company’s “trade-dress” (decal) visibly affixed to the windshield.
- The designated waiting area is at the Cell Phone Parking area located off (westbound) International Airport Road and Rutan Place.
- No commercial vehicle permits are required.
- Per occurrence pickup and/or drop-off fees will be based upon the most current published rates.

6.2 Airport Shuttle Buses

South Terminal – Upper Ramp

Airport Shuttle buses “do not” provide pickup/drop off services on the Upper (Departure) Ramp.

North Terminal

The Airport Shuttle buses have one (1) designated spot for loading and unloading at the curb. Airport Shuttle Bus transportation is on-demand and must be summoned for pick up at the North Terminal. There is a dedicated telephone line to the Parking Office for use; it is located inside the terminal adjacent the old baggage claim area. Drivers may not leave their buses for any reason while their bus is within 300’ of either terminal.

6.3 Courtesy Vehicles

South Terminal

Courtesy vehicles may pick up passengers at any of the numerous courtesy vehicle areas at the South Terminal Commercial Curb where signs indicate “Courtesy Vehicles”. Courtesy vehicles may drop off passengers anywhere on the upper level (departure level). All curb areas are authorized for “active loading/unloading” only.

North Terminal

Courtesy vehicles may load/unload anywhere on the curb not signed for another category of vehicle. Courtesy vehicles are also allowed to use the North Terminal second lane when the curb is full, as traffic allows, with no more than three (3) courtesy vehicles operating in the second lane at any one time. If more than three (3) vehicles are operating in the second lane and the curb is full, all other courtesy vehicles must use the parking lot (first 30 minutes free) or “make a loop” until a position at the curb or in the second lane opens up. All courtesy vehicles will operate on a stop and go basis only. Passengers must be ready with their luggage for pick-up prior to the courtesy vehicle arriving at the curb. The vehicle operator must remain in the immediate proximity of the vehicle (within 10 feet). The operator will not leave this area to solicit business in any manner or to remove baggage from the terminal. Passengers should be ready for pick-up at the designated area in order to expedite use of this area. The Airport Permit sticker must be displayed on the lower right corner (passenger side) of the windshield. The company logo/name must be visible on the side of the vehicle.

6.4 Crew Vehicles

Only permitted crew vehicles may perform operations on the airside. For operations on the public side, the following applies:

South Terminal

Crew vehicles are considered “courtesy vehicles” by the Airport and may only pick-up passengers on the commercial curb at “courtesy vehicle” areas on the commercial curb on the lower ramp, including the portion of the commercial curb adjacent the Alaska Airlines Bag Claim (Door #1). These spots are “active loading only”. No waiting allowed. All crew vehicle passenger drop-off is to be done on the upper ramp (arrivals).

North Terminal

Crew vehicles may load and unload passengers at the North Terminal curbside and at the North Terminal Commercial Curbside. These spots are for 'Active Loading Only'. Passenger drop-off may be done anywhere on the curb except the designated "People Mover" and/or "Airport Shuttle Bus" stops.

6.5 Military Vehicles (No Permit Required)

South Terminal and North Terminal

All military vehicles loading passengers are to use areas assigned for the category of vehicle being used: Buses are to use the bus loading areas at each terminal; vans are to use the courtesy vehicle areas, etc. All passenger and luggage drop-off must be done on the upper ramp (departures) of the South Terminal. Luggage loading into separate luggage vehicles is to be done at the C-Concourse Loading Dock area or at one of the designated Tour Bus staging areas at the South Terminal, not on the curb. At the North Terminal all luggage trucks shall be loaded and unloaded in the "bus loading" area at the south end of the terminal. All military vehicles dropping off passengers may use any area of the upper ramp of the South Terminal and any area of the North Terminal not signed for other categories of vehicles.

Military vehicles may pick up passengers in the bus loading area (5 spaces to be shared with tour buses and luggage trucks). Passengers must be ready for pick-up with their luggage. All curb areas are designated "active loading only". Military vehicle drivers must/shall remain with their vehicles at all times, without exceptions.

6.6 Vehicle for Hire - Off Airport Shuttles and Limousines

South Terminal (A & B Concourses)

Passenger drop-off is on the departure level. Passenger pickup is on the arrival level on the commercial curb. All passenger pick-up areas are for 'Active Loading Only'. There is no longer a reserved space at the domestic terminal arrival level (A and B Concourses) for Off Airport Shuttles or Limousines shorter than 28'. Limousines under 28' and Off Airport Shuttles may load passengers in shared spaces that are identified by signs that read "Off Airport Shuttles, Limousines under 28' and Courtesy Vehicles". Any Limousine longer than 28' is considered a bus by the Airport and must use one of the spaces signed for "Bus Loading" at the A and B concourse bus loading area. The vehicle operator is required to remain with their vehicle at all times (less than 10 feet from the vehicle) and will not solicit business in any manner or go inside the terminal for any reason including to remove luggage from the baggage claim area or to locate customers. The Airport Commercial Vehicle Permit (CVP) must be visible in the lower right side (passenger side) of the windshield. The company logo and name must be visible on the side of the vehicle.

South Terminal (C Concourse)

Passenger drop-off is on the departure level. Passenger pickup is on the arrival level on the commercial curb. All passenger pick-up areas are for 'Active Loading Only'. Off Airport Shuttles must share the C Concourse Commercial Curb with courtesy vehicles and Limousines under 28'. Limousines longer than 28' must load at the area marked "C Concourse Bus Loading", which is accessible from Postmark Drive. One of the 5 "red hoops" is marked "Limousines longer than 28' and Out of Town Cabs". All vehicles must be inspected at the entrance by the guard in the C9 Guard Shack. Drivers must remain with their vehicles at all times.

North Terminal

There is no longer a reserved space for Off Airport Shuttles at the North Terminal for passenger drop-off and pick-up. Off Airport Shuttles, Limousines shorter than 28' and Courtesy Vehicles will share curb space and may use any spot at the North Terminal curb that is not designated for another use.

Limousines longer than 28' are considered buses and must pick-up and drop-off passengers in one of the 5 "bus loading only" areas at the south end of the North Terminal. Limousines longer than 28' may use the one bus spot at the curb for passenger drop-off only. All passenger pick-up and drop-off areas are for "Active Loading Only". The driver must stay with the vehicle at all times and may not remove baggage from the terminal or go inside the terminal for any reason. Drivers may wait in the vehicle waiting area at the north end of the North Terminal with other commercial vehicles until the fare is ready for pick-up.

6.7 Busses

South Terminal

Upper ramp (Departures): Bus passenger drop-off between the old terminal (A and B concourses) and the new terminal (C concourses): Maximum of three (3) motor coaches unloading at any one time, two if a luggage truck is offloading luggage.

Additional Bus drop-off: Maximum of three coaches north of the Alaska Airlines (Door #1) ticket counter. In addition one bus may drop off fewer than five (5) passengers along the curb in front of the appropriate departing airline. Coaches must not stop in front of terminal doors at any time.

Lower ramp A and B Concourses (Arrivals): Four on the lower commercial curbside (A and B concourse) at any one time including three motor-coaches using the "crossover" parking area between the commercial lane and the interior passenger pick-up lane and one on the commercial curb as signs indicate. No more than three (3) motor coaches from any one company can be loading in this area at the same time.

Lower ramp C Concourse (Arrivals): Four spaces at the red hoops for bus passenger loading. Buses must pass through the guard shack and be inspected. There are also bus-staging spaces on the approach to the C9 Guard Shack.

North Terminal

Buses may pick up and drop off passengers in the bus area at the south end of the North Terminal (5 spaces) and buses may drop-off passengers at the North Terminal Curb where signage indicates. Buses may stage in the bus staging spaces at the C Concourse if all 5 spaces at the North Terminal are full. Passengers should be ready for pickup with their luggage prior to the arrival of the bus at any bus passenger pick-up area. Only 1 space exists on the curb (marked "Tour Bus") for passenger drop-off and pick ups.

6.8 Rental Cars

South Terminal

Airport rental car companies must use their Rental Car (RAC) Facilities for their customer services. Parking is authorized in front of the RAC to the east side of the South Terminal Commercial Curb. Drivers must remain with their vehicles at all times.

Commercial Vehicle Permits

If any vehicle listed below in categories A through K picks up passengers at the Airport fewer than 12 times a year (infrequent use) – the annual permit fee is \$50.00 regardless of commercial vehicle category.

Commercial Vehicle loading and unloading will be as indicated by signs at each terminal with changes as directed by Airport Management through Landside Operations.

6.9 Air Operations Area Vehicle Permit

Vehicles operating within the Air Operations Area (AOA) must display an AOA vehicle permit issued by the Airport Badge Office. There are four types of AOA vehicle permits:

- Leasehold Only - This permit is for all ground service equipment and vehicles that are parked on a tenant's leasehold to include any rented space along the terminal buildings. There is no charge for this permit as the tenant is charged for the leased space as a whole.
- Self-Propelled Vehicle- This permit is for self-propelled vehicles such as trucks, tugs, etc. With this permit the vehicle may be parked in authorized areas within the AOA on a space available basis. Fee \$40.00.
- Non Self-Propelled Vehicle - This permit is for non self-propelled ground service equipment such as chain carts. With this permit the equipment may be parked in authorized areas within the AOA on a space available basis. Fee \$20.00
- No Logo - This permit is for unmarked vehicles and issued only when approved by the Airport Operations Manager or Airport Security Manager.

AOA vehicle permits are issued for the calendar year expiring December 31 each year. Permit colors change yearly.

6.9a Air Operations Area Temporary Ramp Permit

Vehicles operating within the Air Operations Area (AOA) on a temporary basis must display a Temporary Ramp Permit. Temporary Ramp Permits are issued by the Airport Badge Office with a validity period of up to six (6) months. There is no charge for Temporary Ramp Permits.

Commercial Vehicle Permits

All Commercial Vehicle Permits are issued by the Airport Badge Office. Commercial Vehicle Permits are issued for the calendar year, expiring December 31 each year. Permit color changes yearly. Commercial Vehicle Permit descriptions, requirements and fees are as follows:

- **Off Airport Valet Parking Service, Mobile Aircraft Maintenance and Repair Service, Mobile Food Service and Delivery vehicles Vehicle**
 - Company must have a Business Activity Permit issued by Airport Leasing.
 - Fee: No Charge

- **Off Airport Vehicle Rental Business Courtesy Vehicle**
 - Provides transportation to off-airport vehicle rental businesses
 - Company must have a Business Activity Permit issued by Airport Leasing
 - Fee: No Charge
- **Motorhome Rental Business Courtesy Vehicle**
 - Provides transportation to off-airport motorhome rental businesses
 - A Business Activity Permit is not required
 - Fee: \$75.00 annually
- **Hotel/Motel and Airline Courtesy Vehicle**
 - Provides transportation to and from a place of accommodation for no fee
 - A Business Activity Permit is not required
 - Fee: \$75.00 annually
- **Taxi**
 - Provides on-demand transportation for a fee
 - A Business Activity Permit is not required
 - Municipality of Anchorage Taxi Permit is required
 - Fee: \$75.00 annually
- **Limousine**
 - Provides pre-arranged transportation for a fee
 - A Business Activity Permit is not required
 - Municipality of Anchorage Limousine Permit is required
 - Fee: \$75.00 annually
- **Non-Scheduled Shuttle Service**
 - Passenger capacity 4-15
 - Provides pre-arranged transportation for a fee
 - Municipality of Anchorage Vehicle for Hire permit required
 - Fee: \$75.00 annually
- **Scheduled Bus Service**
 - Provides scheduled bus service for a fee
 - Department of Transportation permit required
 - Fee: \$1050.00 annually
- **Tour Passenger Vehicle**

- Provides pre-arranged service as part of a tour package
- One complimentary support vehicle permit is issued as necessary for each permit purchased.
- Fee: \$150.00 annually
- **Seasonal Tour Group Operations**
 - See current Airport Notice
 - Airport Notice is updated annually for Tour Groups operating May 10 – September 30 annually

Reference Anchorage Municipal Code 11.10.010 for additional information on classification of commercial vehicles.

This section is effective from May 10th through September 30th of each year.

Seasonal Tour Group Operations: See current Airport Notice updated annually for Airport rules governing Tour Group Operations from May 10th through September 30th. Airport Notices will be superseded and updated each year in March.

SECTION 7

TERMINAL FACILITIES

7.1 Gate Allocation Priorities for Passenger Flights

Allocation of gate usage within the time allowances specified is based on the following priority system:

1. Scheduled passenger flights requiring Federal Inspection Services (FIS), passenger-cargo combination (combi) and supplemental carrier passenger flights.
 - Scheduled passenger and passenger-cargo combi flights shall be defined as those flights that appear in the Official Airline Guide (OAG) as scheduled to transit Ted Stevens Anchorage International Airport.
 - Scheduled supplemental carrier passenger flights shall be defined as flights that are projected to transit Ted Stevens Anchorage International Airport for a period in excess of 180 days. A published schedule for those flights must be made available to the Gate Control Coordinator on a monthly basis.
2. Non-scheduled passenger, passenger-cargo combination, off schedule, charter or supplemental passenger flights.
3. Scheduled or supplemental air cargo flights.

7.2 Categorization of International Passenger Flights

Allocation of gate assignments will be based first on the above priorities and secondly on the FIS processing required for each flight. Secondary prioritization of international flights will be:

1. International arriving flights being processed under the rules and regulations established by the Bureau of Customs and Border Protection Service for either Progressive Clearance or International-to-International (ITI) flights.
2. Domestic arriving flight departing as an international flight.
3. ANC originating flight departing as an international flight.

Within each flight category above, regularly scheduled flights shall continue to have precedence over off-schedule and non-scheduled flights.

7.3 Inbound International Flights

Progressive clearance: A Progressive Clearance flight is an inbound international flight from a foreign country destined to another U.S. destination. Customs requires all passengers to clear the document process at the first point of origin (Anchorage) and clear baggage at their final destination. These passengers must be segregated from other international passengers because TSA did not clear these passengers at their point of origin.

International arrival flights: Inbound international flights whose final destination is Anchorage. International arriving flights must deplane all passengers into the sterile corridor by using N4, N6 or N8 gates for full clearance through Customs. Use of gates N5 or N7 for deplaning passengers must be pre-approved by CBP and Airport Operations must be notified in advance. International flights cannot mix passengers with Progressive, In-transit or Military flights.

In-transit flights: In-transit flights originate from an international point of origin and are destined for an international destination. Passengers do not have a U.S. visa and are therefore not entering the U.S. In-

transit flights are required to park at Gate N8 only. Passengers must be segregated from all other passengers in the international terminal.

Military flights: Inbound military flights must clear Customs upon arriving at Anchorage. Military flights originate from foreign installations and have not been screened by TSA. Therefore, military passengers cannot mix with any other international or domestic passengers.

Passengers from the above types of flights are prohibited by TSA and CBP from co-mingling within the terminal building. If only one international flight is on the ground, passengers may have access to entire international gate area.

7.4 Outbound International Flights

Progressive clearance: There are no outbound progressive clearance flights. Flights originate from a U.S. point of origin and are screened by TSA. Passengers can mix with any other outbound international flight.

International departing flights: Flights originate from Anchorage or other U.S. point of origin and have been screened by TSA. Passengers can mix with any other outbound international flight.

In-transit flights: In-transit flights originate from an international point of origin and are destined for an international destination. Passengers do not have a U.S. visa and are therefore not entering the U.S. In-transit flights are required to park at Gate N-8 only. Passengers must be segregated from all other passengers in the international terminal.

Military flights: Military flights originate from foreign installations and have not been screened by TSA. These flights may be either international or domestic flights. Military passengers cannot mix with any other outbound international or domestic passengers.

7.5 General Parking Allocation Policies

1. Scheduling and assignment of international gates at the North Terminal will be in accordance with the above priority system to the maximum extent possible.
2. A “first-to-land, first to be served” rule will be applied to the assignment of gates when gate assignments have been made in accordance with the priority system above.
3. If a scheduled international arrival is delayed 15 minutes or more from the programmed ETA and gate assignment for the delayed arrival would conflict with another scheduled international arrival, the on-time scheduled international arrival will have priority over the delayed international arrival.
4. An itinerant aircraft may be permitted the use of a gate when it is not needed.
5. International arriving flights requiring Federal Inspection Service (FIS) processing and departing as either a transit or turnaround international flight should be assigned Gates N4, N6, or N8.
6. Domestic arriving flights or originating flights departing as an international flight should be assigned either Gate N5 or N7. Gates N4, N6, or N8 may be assigned only if flights do not conflict with FIS processing of international arriving flights.
7. In all circumstances, passenger flights will take precedence over all other for use of Gates N1, N3, N4, N5, N6, N7, or N8.

7.6 Parking Procedures and Restrictions

Parking procedures and restrictions for all remote parking positions can be found in Section 4 “Aircraft Operations” in this manual.

Gate Preferences

In the event gate allocation priorities and flight categories are the same, gate allocation will be in accordance with (1) personal preference and (2) aircraft type as much as possible. If a preferential gate is in use based on the priorities set out in Paragraph I, another gate may be assigned; aircraft will not be required to move from gate to gate to achieve “preferential use” of gates.

Time Allowances

Aircraft occupying a gate in excess of the stipulated four hour time allowance may be required to vacate the gate if its use is required by an arriving flight. Aircraft not in compliance will be assessed an additional Gate Use Fee as listed in the current Ted Stevens Anchorage International Airport Rates and Fees.

Under no circumstances will a carrier be forced to change parking assignments to achieve preferential gate usage.

Scheduling of Gates

Swissport, based on agreement with the Airport Operating Council, shall assign gates based on the priorities established in this document. The Swissport Duty Manager shall determine all gate assignments for the international gates. Parking at Papa spots will be assigned by Airport Operations.

In the event conflicts between carriers arise that cannot be remedied by Swissport, the Ted Stevens Anchorage International Airport Operations personnel shall be the final authority on determining gate assignments.

Charges/Fees

The charge for this service will be \$5.00 per flight for all aircraft using the gates or ramp positions as previously specified. The fee, payable to Swissport, is for the administration of this function only and is not related in any way to any charges by the Ted Stevens Anchorage International Airport.

7.7 Baggage Handling Requirements

Due to the extensive facility damage caused by oversized metal carts to the facility doors, walls, and corridors airport tenants must comply with the following cart requirements. Baggage and handling carts should be restricted in size and have protective edges to minimize the potential for damage to terminal doors, walls, floors, and interior surfaces. The maximum dimensions for a baggage cart are not to exceed 34” wide, 42” high, and 6’ long. Carts shall have rounded rubberized handles or similar soft protective coverings. Carts must have rubberized bumpers or similar soft protective coverings on all sharp corners. The storage of carts not in use must be in approved areas, secured, and kept a minimum of 6” away from terminal interior walls. Compliance with these requirements will help reduce costly damage to the terminal buildings, walls, entryways, and doors.

7.8 Corridor Clear Zone

The clear zone is an interior access corridor along the front of the South Terminal. The clear zone was established to comply with fire and building codes and to improve passenger movement in this congested area.

Current regulations require the approach to an exit onto a street or open space be maintained free of obstructions and impediments. The interior passageways in front of the passenger ticket counters are defined corridors. Egress width required for the front approach is determined through complex calculations based on occupancy loads of each individual exit, distance to walls, and other variables.

The clear zone is an established access corridor along the front of the South Terminal which must remain free of stanchions, signs, and other impediments. Accordingly, all passenger waiting line stanchions and barriers are to be placed no closer than fifteen (15) feet at any point in line with the interior wall projections of the entrance exit doorways along the front of the South Terminal.

SECTION 8

ENVIRONMENTAL

8.1 Hazardous Materials

All Airport tenants who handle, store, transport, or dispose of hazardous materials must do so in a manner that does not result in adverse impacts to the environment.

Marking and Labeling of Hazardous Materials

All hazardous materials stored at the airport and on airport leaseholds must be properly marked and labeled with the contents of the material and the hazard it presents. Tenants should use the National Fire Protection Association (NFPA) 704 Hazardous Materials Identification System that is intended to provide basic information to firefighters, emergency responders, and employees.

Material Safety Data Sheets (MSDS)

A current MSDS for all hazardous materials used and/or stored by ANC tenants must be accessible and readily available for employees and emergency response personnel.

Container Management

Drums and other containers (of usable or waste products) should be stored so as to prevent discharge of pollutants to the environment. All containers of hazardous materials are to remain closed when not in use. Drums and other containers should be inspected regularly as a precaution to prevent leaking and/or spills.

Storage Tank Management

Facilities that store petroleum products or other hazardous materials in aboveground or underground storage tanks above certain threshold quantities are subject to state and federal regulations governing the tanks. These facilities must prepare spill control and response plans (SPCC) that address facility spill prevention and containment controls, personnel training, inspection and record keeping systems, and spill cleanup procedures. Aboveground storage tanks must be maintained in good condition and be properly labeled with legible markings.

Tenants should follow the fuel management practices found in FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing on Airports.

Disposal of Hazardous Materials/Waste

Disposal of all hazardous materials and hazardous waste shall be in accordance with all applicable state, federal, and local regulations. Improper disposal of hazardous materials/waste will result in serious consequences. Empty drums and containers must be promptly disposed of in accordance with all applicable regulations.

8.2 Spill Prevention and Reporting

This section establishes policy for the reporting and cleanup of spills and/or releases of fuels, petroleum products, hazardous substances, and other environmental contaminants at the Airport. Its purpose is to present guidelines and regulations so that airport tenants and businesses will report and clean up spills in a responsible manner.

It is the policy of the Ted Stevens Anchorage International Airport to support the sustainable development of the airport through sound environmental practices. To attain these goals, all spills must be cleaned up and reported in accordance with State of Alaska environmental and airport regulations.

Regulations and Enforcement

State of Alaska Law, 17 AAC 42.050, requires that all spills and/or releases of fuels, petroleum products, hazardous substances, and other environmental contaminants to the land, water or other property at the Ted Stevens Anchorage International Airport must be immediately reported to the Airport Manager. The operator or agent responsible for the spill shall report and initiate the cleanup process according to applicable federal, state, and/or local environmental law in a timely manner.

Failure to comply with the reporting requirements and cleanup requirements as required by law will subject the operator to enforcement actions and penalties imposed by the Alaska Department of Environmental Conservation (ADEC) and the Environmental Protection Agency (EPA).

Airlines and airline ground servicing agents should inspect aircraft parking spots prior to and after ground servicing to ensure the area is clear of any reportable spills. Areas where ground service equipment (GSE) is parked are to be checked regularly for spills from leaking GSE. Leaking equipment must be removed from the airfield and repaired before returning to service.

When a spill is initially “discovered”, the Airport will normally only go back to the last known user to assign clean up responsibility. Unless the Airport has prior notification, when Airport personnel note a spill; the agent on the spot at the time will be considered the responsible party. It is the prime responsibility of servicing agents to immediately report any spills resulting from their operations as they experience them as well as any spills they find. 17 AAC 42.050 also states; “If a person responsible for a release does not take immediate action to report, contain, and clean up the release, the airport manager shall report, contain, or clean up the release as the manager determines appropriate under the circumstances. The department may seek reimbursement for the department’s costs of assessment, reporting, containment, and clean up, as applicable, from the person responsible for the release”. In the event of a spill the following steps are required:

- Notify Airport Operations through the Airport Communication Center at 266-2411 and Airport Environmental at 266-2519.
- Notify ADEC at 269-7500 of the spill as required on the attached placard. ADEC spill notification forms outline the information that is required in the report. Spills of any size to waters of the United States must be reported to the U.S. Coast Guard’s National Response Center at 1-800-424-8802. The responsible party is required by law, (17 AAC 42.045) to submit copies of all spill and environmental reports to the Airport Manager.
- Initiate containment and cleanup actions that protect workers and the environment from further contamination. Follow these spill response practices:
- Always wear the appropriate personal protective equipment (PPE) to protect yourself and workers.

- Prevent fuels and/or hazardous substances from entering storm sewers or drainage ditches.
- Corrosive spills (acids and bases) should be neutralized.
- Wastewater and sewage spills require cleanup, disposal to a sanitary sewer, and sterilizing of all exposed surfaces with a disinfectant (18 AAC 72.040).
- Additional site assessment and remediation may be required depending on the substance spilled and the size of the release.
- Disposal of all hazardous materials recovered, absorbent materials, PPE and other materials used during the cleanup shall be in accordance with applicable regulations.
- Provide copies of all spill reports to the Airport Environmental Section via fax at 266-2622.

Compliance

The above references to State and Federal regulations are provided as guidance only. Other regulations may apply that are not referenced in this section and the information contained in these regulations may change. The airport does not make any guarantees or assume any liability with the respect to the use of any information contained in this section. To ensure compliance it is recommended that users of this manual check the regulations for changes or consult the appropriate regulatory agency or a qualified professional for further advice.

8.3 Solid Waste and Recycled Material

Tenants must manage all solid waste in a manner that is clean, organized, and that does not result in adverse impacts to the environment.

All solid waste and recyclable materials must be managed in accordance with Alaska Administrative Code 17 AAC 42.020. 17 AAC 42.020 states: "A person may not place, spill, or dump garbage, trash, sewage, refuse, or other waste material on an airport except in a waste receptacle the Airport Manager has approved for that purpose or in a waste receptacle designed and provided for that purpose by a lessee, permittee, or concessionaire on its premises."

The Ted Stevens Anchorage International Airport provides trash compactors at both the North and South Terminals for use by terminal tenants. Recycling containers for office paper, newspaper, and cardboard are located adjacent to the compactors to enhance airport tenant recycling programs. Please follow these guidelines when using the trash compactors and recycling dumpsters:

- Airport tenants are responsible for removing solid waste and recyclable materials generated from their operations. Airport custodial personnel will remove solid waste and recyclable items from the active public areas of the terminal buildings.
- Segregate the different materials and use the appropriate recycling bin for the material you are discarding. Solid waste (trash, garbage) must be placed in trash cans or the compactors, never in the recycling containers.
- Flatten all cardboard boxes before placing in the cardboard bin.
- All material must be completely placed inside the bin to prevent windblown litter (especially shredded office paper). Do not overfill the dumpsters.
- Federal, State, and Local liquid waste disposal regulations apply to material that is excessively wet (>1 gallon) that is placed into compactors and dumpsters.
- Contact Airport Environmental at 266-2519 to report problems with solid waste disposal.

8.4 Storage of Hazardous Materials

The Airport is required to ensure the storage of hazardous materials is in accordance with federal, state, and local requirements. Airport tenants are responsible for storing hazardous materials and aircraft tires in a safe manner that is in compliance with applicable fire, safety, and environmental regulations.

Flammable and Combustible Material

Airport tenants encountering passengers with a flammable, combustible, or other hazardous material shall take possession of the material and manage through their own waste disposal program. Tenants who encounter these problems need to have safe and secure storage cabinets to hold the material for proper recycling or disposal under applicable regulations. Storage cabinets must be placed at floor level and no higher than six (6) feet. Storage must be approved for and compatible with the stored material.

Fuels, propane bottles, and other hazardous material shall not be placed in any waste receptacle, poured down drains, sinks, toilets, storm water drains, or on the ground. These actions will constitute illegal disposal of hazardous waste. The Airport will not collect, accept, or dispose of any hazardous material from the airport tenant. The Airport does not operate a hazardous waste disposal facility and is not responsible for wastes generated by ANC tenants and/or their customers.

Hazardous materials shall not be stored anywhere within public and/or passenger areas of the main terminals or concourses. Hazardous materials shall be stored only in cabinets approved by the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA).

Ammunition and Fireworks

Ammunition, fireworks, and flares are a serious potential safety hazard to passengers and Airport employees. Ammunition or fireworks shall never be placed in any waste receptacle or recycling unit. Due to the serious hazards they present these items must be stored in a safe and secure area until they can be turned over to Airport Police and Fire for proper disposal. Ammunition and other related materials may not be stored in open boxes in tenant office space. Airport tenants must contact Airport Police and Fire in a timely manner to arrange the disposal of ammunition and/or fireworks.

Marking and Labeling of Hazardous Material

See Hazardous Materials.

Aircraft Tires

Airlines may store up to six (6) aircraft tires in any leased storage area within the terminals. Tire pressure of any stored aircraft tire shall not exceed 30 psi. In most cases this will be enough pressure to maintain the tires to the rim. Aircraft tires are to be stored in tire racks in an upright position with at least a 4" gap between each stored tire. This gap will facilitate an extinguishing agent's ability to extinguish or cool down the tires in the event of a fire. At no time will aircraft tires be stored lying on their side walls.

Compliance

Failure to comply with these policies and procedures may subject responsible parties to enforcement action by state, federal, and local regulatory agencies. If clarification or assistance is needed concerning this section please contact the Airport Environmental Office.

8.5 Aircraft Sewage Facility

Disposal of sewage from aircraft lavatory service operations is allowed only to an approved sanitary sewer connected to a wastewater treatment plant. The aircraft sewage facility or “biffy dump” at the North Terminal is the only approved common use facility for ANC tenants. No material other than aircraft lavatory wastes and sewage shall be discharged at this facility. Operators must use only surfactants, disinfectants, and holding tank chemicals approved for discharge to the sanitary sewer systems when servicing aircraft lavatories.

Procedures and Guidelines

The following procedures and guidelines should be adhered to when using the aircraft sewage facility:

- Train all aircraft lavatory service personnel on the proper operation of the trucks and equipment as well as the discharge of collected sewage and rinse water with an emphasis on safety and spill prevention.
- Perform regular inspections of trucks, hoses, valves, tanks, and associated equipment used to transfer lavatory wastes. Utilize buckets or pans to capture drips from hoses and fittings. Empty these containers into the truck or floor drain in the biffy dump to prevent splashing or tracking sewage when the vehicle is moving. Carry absorbent materials and other cleanup supplies on lavatory service vehicles.
- Pull vehicle completely into the building and check equipment alignment to ensure discharges of sewage and blue water flow directly into the floor drain leading to the triturator (muffin grinder) and sanitary sewer.
- After emptying lavatory wastes into the floor drain, equipment shall be moved forward towards the back door prior to washing and rinsing. This prevents any liquids from flowing out of the facility doors to outside ramps and storm drains. All wastewater from washing and rinsing equipment must drain into the sanitary sewer system inside the building.
- Practice good housekeeping techniques and leave the biffy dump clean for the next user.
- Immediately clean up and report spills or other discharges of aircraft lavatory wastes to any area outside the biffy dump. Spills should be reported to Airport Operations through the Airport Communication Center at 266-2411 and Airport Environmental at 266-2519.

8.6 Regulations and Enforcement

Solid, chemical, or hazardous wastes shall not be disposed into any sanitary or storm sewer system. Discharge of non-permitted materials into the sanitary or storm sewer system violates Federal (33 U.S.C. Chapter 26), State (18 AAC 72), and Local (AMC 26.50.050) wastewater discharge regulations. Violation of these laws is punishable by fines and/or criminal penalties. Airport personnel conduct random inspections of the biffy dump to ensure compliance with these laws. The area is also under electronic surveillance to identify violators of the biffy dump procedures.

Failure to comply with lavatory waste disposal procedures may subject the violator to reprimands from the Airport Manager that may prohibit the tenant from future use of the aircraft sewage facility. The Airport Manager will notify the appropriate regulatory agencies of any violations of applicable law to levy applicable fines and/or penalties.

Contact Airport Facilities at 266-2432 to report problems with the biffy dump equipment.

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SECTION 9

EMPLOYEE/TENANT PARKING

Employee Parking Lots

This section establishes policy for badged employee parking at the Ted Stevens Anchorage International Airport.

9.1 Parking Policy

No employee may park more than one vehicle at the same time in any employee parking lot.

No employee may exceed the designated maximum parking stay allowed in the employee parking lot.

Lot-A (North Terminal Employee Parking Lot) has a maximum parking stay of 24 hours.

Lot-D (South Terminal Employee Parking Lot) has a maximum parking stay of seven (7) consecutive days.

9.2 Failure to Comply

Step-1 (Written Warning): An email will be sent to the employee's department manager/supervisor as notification of the offense.

Step-2 (Badge Suspension): After 24 hours, if the vehicle is not removed, the employee's badge access may be suspended.

Step-3 (Vehicle Impound): After 48 hours, without notice to the employee and at his/her expense, the (ANC) Airport Operations Manager and/or Landside Operations Manager may contact the scheduled towing company to tow the vehicle off airport property.

9.3 Reserved Tenant Parking

It is the Airport's policy that all airport tenants are responsible for the removal of illegally parked vehicles from their leasehold landside parking spaces.

9.4 Removal Procedures

The airport tenant is responsible for selecting the towing company. The tenant must provide an informational call to the Airport Communications Center (ACC) Dispatch at 266-2411/2415 with the following information:

- Vehicle license number.
- Towing company and phone number.
- Make and model of vehicle being towed.
- Location of where the vehicle was towed from.

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Section 10

Recycling Areas

The cardboard and newspaper recycling dumpsters formerly located outside the A Concourse have been moved to the new recycling area located inside room C1780 on level 1 of the C Concourse. This area is now available for tenants to place newspaper, mixed paper and cardboard for recycling.

The key to a successful recycling program is to ensure the recyclable materials are separated properly and not contaminated with trash or other waste. Please follow these guidelines when using the recycle room.

10.1 Cardboard

- A cardboard compactor has been installed to handle recyclable cardboard boxes.
- The cardboard baler will be operated by the Airport's maintenance staff.
- Tenants should place boxes into the baler if it is open and stack them next to it if it is closed or full.
- Remove all Styrofoam, plastic, and any other packaging materials other than cardboard from cartons to be crushed. **ONLY CARDBOARD BOXES ARE TO GO INTO THE COMPACTOR!**

10.2 Newspaper

- Newspapers and any inserts that come with newspapers are acceptable.
- No magazines, catalogs, etc.

10.3 Mixed Paper

- All types of office paper, junk mail, paper ream wrappers, brown clasp envelopes, Manila envelopes & folders.
- Glossy paper, paperboard (non-corrugated cardboard).
- Magazines, catalogs, and brochures are acceptable.
- Soft cover books and manuals with glued bindings, phone books.
- Staples and paper clips are permitted, NO metal or plastic bindings.
- NO waxed or coated paper, carbon paper, paper plates, cups, napkins.

Remember, these containers are not for trash.

The trash compactor is just outside the recycle room for paper products that cannot be recycled.

If you have any questions regarding the recycling program contact Airport Environmental at 266-2546.

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Section 11

Hot Work Areas

Purpose

This bulletin establishes policy, responsibility, and restrictions for the Hot Work Program at Ted Stevens Anchorage International Airport. Procedures for the Hot Work Program are found in the text of the Hot Work Permit. This program is further established for the prevention of unintended ignition of combustible/flammable materials during welding/cutting operations.

11.1 Policy

It is the Airport's policy of ensuring employee and public safety through a fire prevention program. The Hot Work Program is part of the Airport's fire prevention program.

11.2 Responsibilities

This policy applies to all federal, state, and tenant employees, and vendors/contractors who perform/contract welding or cutting operations on Airport properties. The procedures shall not apply to cutting and welding operations that may be or become part of routine and normal processes in approved welding shop areas.

The Supervisor for each shop performing welding/cutting tasks shall review hot work procedures for routine/normal operational processes. This review is to be documented and posted in the areas of welding operations.

The person responsible for the hot work is responsible for completing the Hot Work Permit. The Airport Project Engineer(s) or Company Project Manager and/or Airport Fire Official shall review Hot Work Permits to ensure the person responsible has completed the permit.

After the permit has been reviewed the responsible person shall ensure each reviewer is provided a copy of the permit and the permit is posted at the work site.

11.3 Definitions

Hot Work is any activity that could produce flames, sparks, slag, or other hot fragments that might act as an ignition source to flammable materials in the area. "Hot Work" also includes any activity that could generate sufficient smoke or heat to activate a fire alarm detection system. It includes, but is not limited to, welding, flame cutting, torch soldering, heat-treating, pipe thawing, and grinding.

Fire Watch is where one or more responsible persons visually check all areas where:

- There is any potential for the hot work to start a fire, or
- Where building spaces that are normally protected by an automatic fire alarm system are unprotected because the alarm has been partially or completely deactivated in order to perform the work.

In areas where there is any direct risk of ignition from the work these checks must be made frequently enough that any fire discovered could be put out with a single fire extinguisher (probably every five minutes or less depending on the nature and amount of flammable materials present). If any smoldering or burning material is discovered fire watch personnel should attempt to put it out with a fire extinguisher and if necessary manually activate the fire alarm, call 911 to summon additional help and take any additional steps needed to ensure evacuation of building occupants.

In areas where the fire alarm has been deactivated, but where there is not direct risk (nature and amount of flammable materials present, number of people in the building, activities, etc.) of ignition from the hot work, the checks can be made less frequently.

If a fire watch is only required in the immediate area of the hot work it may be possible for the person doing the work to also maintain the fire watch so that no additional personnel will be needed.

If a fire watch is required in areas where a fire alarm is deactivated, notifying area occupants of the situation may satisfy the fire watch requirement. Occupants are to be told that the fire alarm will be out of service and that if they observe evidence of a fire they should manually activate the alarm, call 911 to report the situation, and take any other steps necessary to alert other occupants to evacuate.

The individual conducting the fire watch may leave the area momentarily (to use the restroom, retrieve parts or tools from a service vehicle, etc.) as long as they fulfill the requirements described above. Any extended absence will require someone else to take over fire watch during the time they are away.

11.4 Precautions

The following general safety precautions shall be satisfied regardless of welding locations:

- Valves, regulators, hoses, and torches shall be checked prior to operations and at regular intervals throughout operations.
- Welding or cutting on vessels that contain combustible or flammable material is prohibited unless completely purged and residue removed.
- Gas cutting and welding equipment shall be secured to avoid damage and disturbance.
- Personnel performing hot work shall ensure that the atmosphere is free of flammable or combustible vapor. Should there be a doubt, consult with your Company Safety Representative. If your safety representative is unavailable you may contact Airport Fire Officials (266-2579) or the Safety and Health Officer (266-2641) to determine if work should continue.

11.5 Approved Hot Work Areas

Areas that are not subject to a Hot Work Permit include:

- Welding Shops
- Outdoor areas free of combustible materials (i.e., dry brush, grass, leaves, etc.).

11.6 Non-Approved Hot Work Areas

Individuals performing hot work shall ensure precautions have been taken as prescribed in the Hot Work Permit Form prior to commencing any work. The Responsible Person shall complete the Hot Work Permit Form at least 48 hours prior to commencing any work in non-approved areas unless it is not possible due to an emergency situation. Required precautions include but are not limited to:

- Ensuring adequate ventilation is provided.
- Segregate combustible material at least 35 feet from work area.
- Provide guarding in the form of shielding and covering if combustibles cannot be removed or segregated.
- Remove combustibles from common surfaces when welding on metal walls, partitions, or ceilings is to be completed.
- Special attention to welding or cutting pipes in contact with walls made with combustible materials.
- Posting a fire watch in areas where combustibles cannot be safely segregated from work or where sparks may impact lower levels in cases of elevated work.
- Where a fire alarm has been partly or completely disabled in order to perform the work.

11.7 Contractors and Vendors

Contractor/Vendor Safety Representatives shall evaluate hot work activities to be conducted by contractors or vendors for adherence to the Hot Work Program prior to the start of work. Contractors and Vendors are required to complete the Hot Work Permit Form at least 48 hours prior to the start of work unless precluded by an emergency situation.

11.8 Authoritative Reference

This bulletin is issued as an operational order in accordance with 29 CFR 1910.252, Welding, Cutting, and Brazing; 29 CFR 1926.350-354, Welding and Cutting; International Fire Code, Chapter 26, and Title 17 AC 42.020, General Rules of Conduct: Violations

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HOT WORK PERMIT

Ted Stevens Anchorage International Airport

A hot work permit is required 48 hours in advance of any work requiring heat or open flame within a facility/property owned, leased, or managed by the Ted Stevens Anchorage International Airport.

Hot work procedures include welding, torch cutting, grinding, brazing, flame soldering, thawing pipes with torches, and other work where there is potential for fire.

If you are completing this permit you should be working from a work order, purchase order, or a signed contract. Do not proceed with work if an order or contract has not been issued. This permit is issued and valid only for the job described below and for the date(s) and time(s) specified. This permit must be posted at the job site.

Date(s): _____ Start Time: _____ Stop Time: _____

Building: _____ Floor: _____ Location: _____

Work/Purchase Order/Contract Number: _____

Type of Work: _____

Company/Component Name: _____

Supervisor on Site: _____ Phone #: _____ Cell #: _____

Airport Contact: _____ Phone #: _____ Cell #: _____

Fire Watch Required: YES _____ NO _____

The Airport requires a fire watch when the type of work or the work area indicates such a precaution would be prudent and reasonable to protect life and property from fire.

The fire watch person maintains vigilance looking for presence of fire or hazardous conditions within the hot work area. After the work is complete the fire watch will re-inspect the area to make it fire safe.

Fire watch personnel shall be trained in the use of ABC type fire extinguishers, familiar with the facility/equipment, know the procedures for sounding fire alarms, notifying building occupants in case of fire, and notifying the Airport Communication Center (9-911).

If a fire should occur the fire watch should attempt to extinguish or smother the fire using the extinguisher/fire tarp at the work site.

Review By: Airport Project Engineer: _____

Safety and Health Officer: _____

Airport Fire Official: _____

SPECIAL PRECAUTIONS

1. Do not perform cutting or welding work where an open flame would be dangerous. Be sure that cutting and welding equipment is not used where there is any possibility of flammable vapors passing through openings.
2. Move the work to a safe place rather than perform the work in a hazardous location. If the work cannot be moved remove all exposed combustible materials within a 35-foot radius.
3. Sweep floor area clean within a 35-foot radius. Wooden floors will be covered with adequate material where sparks or hot metal is likely to fall.
4. Station a guard to warn persons who might be burned by sparks or hot slag.
5. Use adequate guards and curtains/welding screens where needed. When using fire resistant blankets as a curtain ensure that no opening exists where the curtain meets the floor.
6. Have fire extinguishers available at the site where performing work. Contractors/Vendors will provide their own fire extinguishers.

PRE-INSPECTION CHECKLIST

Pre-inspection is to be completed at the beginning of each day/shift by the person responsible for performing the hot work.

1. Hot work equipment will be inspected and determined to be in good repair prior to the start of work.
2. This work cannot reasonably be done in a shop or other area designated for this purpose and equipped to minimize hazards.
3. No sprinklers will be taken out of service while this work is being done.

4. The potential for smoke, heat, airborne dust, etc., to trigger a fire alarm has been evaluated and appropriate measures will be taken to prevent false alarms (including both local horns and strobes, and the automatic Fire Dispatch notification). Advance arrangements may be necessary with Facilities Management (266-2432) to deactivate and restore systems or components. Ensure that systems are restored as soon as possible after the completion of work so fire watches can be minimized.
5. There are no combustible fibers, vapors, gases, or liquids in the area or they will be purged and the absence of explosive gases or vapors verified with a combustible gas detection instrument prior to work. If there is a possibly of a leak developing in nearby piping, equipment, or tanks containing flammable liquids or gases the area will be continuously monitored for hazardous conditions with appropriate instruments.
6. All combustibles will be relocated 35 feet from the operation and the remainder protected with metal guards or flame proofed curtains or covers (not ordinary tarps).
7. Fire alarms will not be taken out of service or a suitable fire watch will be arranged. The Facilities Management will be notified 48 hours in advance if it is necessary to disable the alarm system for an entire building.
8. Surrounding floors will be swept clean within a 35 foot radius and if combustible wet down.
9. Ample portable fire extinguishers and trained personnel to use them will be available at the job site. At a minimum a 5-pound ABC rated extinguisher must be present in addition to the normal compliment of building extinguishers.
10. All floor and wall openings, including cracks, within 35 feet of the operations will be tightly covered.
11. The need for a fire watch during work, work breaks, and for 30 minutes after completion has been evaluated and an appropriate number of responsible personnel will be assigned to this duty.
12. There will be no harmful radiation generated by the work. Fire resistant screens will be positioned to protect personnel, property, and equipment.
13. Workers will not be exposed to toxic fumes and the work will not create an indoor air quality issue. Adequate ventilation will be provided to prevent these problems.
14. Prior to starting work, workers will determine the location of the nearest alarm pull station, building fire extinguisher, accessible telephone, and verify a clear escape route from the work area.
15. The person performing the hot work will verify the conditions specified in this permit prior to starting work each day/shift that the permit is in effect. In addition they will document that verification or re-verification for each day/shift after the start date by adding their initials, with the date, to the permit kept at the work site (directly below the signature line.). Note: If the work needs to be continued beyond the completion date specified on the permit, then a new permit application will be submitted. It is not acceptable to simply keep initialing an expired permit.

Person Responsible for Performing Hot Work: I have personally surveyed the work site and attest that the above precautions and pre-inspection items are sufficient to prevent fire and unintended fire alarms as well as to assure the health and safety of workers, bystanders, and building occupants.

_____ Date: _____

(Full Name Signature is Required)

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